G. R. S. App. F. IX-4]

Previous References.

1941-2

(١٩٤١ -)

File No. ٤٤-٤١

Serial Nos. ١٨٥

Later References.

88

GENERAL AND REVENUE SECRETARIAT

Serial Nos.

Part B for

SUBJECT.

20-XI-41

120/W 12a/W A.R.P. General Instructions Training and Operation Circulars.

General and Revenue Secretariat | I.J File No. 44 of 1941-2. | [App. F. III-2

Serial No.	
1	From The Secy to the Hon'ble the Resident F. 3(3)-42/W dt 16th Feby. 42 forwarding for information 6 copies of Training and Operation Circulars Nos 1-11 Subd for perusal with a letter to the ISP forwarding 5 copies of the Circulars. RS 17/2
2.	Issued No. 1767/W dt 17.2.42 to the S.P.
	Resubd for perusal. 17/2 Chief Secy Law Member 18/2 Dec 18/2
3	From The Secy to the Hon'ble the Resident F 3(3)-42/W dt 18th Feby 42 forwarding copies of Training and Operation Circulars Nos 12, 13 & 14. Subd for perusal with a letter to the ISP forwarding 5 copies of the Circulars in continuation of the previous letter. RS 24/2 24/2
4.	Issued 1870/W dt 24th Feby. 42 to the ISP.

FEB 18 1942 8192

CHIEF SECRETARY. 17. FEB. 1942 GOVT. OF MYSORE.

NOTE—Cont. Sheet.

WD 4155- G1E- 55,000—23-10-41

A.R.P. - General Instructions

W File No. ~~52~~ 44 Training and Operation Circulars of 1941-2.

General and Revenue Secretariat

	Serial No.
From The Secy to the Hon'ble the Resident F. 3(3)-42/W dt 5th March 42 forwarding 6 copies of Training and Operation Circular no 16. Subd for perusal with a letter dt 15/3 in continuation W (RS 16/3) Issued 1931/W dt 6.3.42 to the I.G.P.	6.
Resolution for perusal Chief Secretary)	Circular no 13 Flag V
Circular no 13 has been submitted to the Law Department. On its return, it will be kept in the file	
From The Secy to the Hon'ble the Resident F 3(3)-42/W dt 16th March 42 forwarding 6 copies of Training & Operational Circular no 17. Subd with a letter dt 15/3 in continuation (RS) Issued No 2037/W dt 18.3.42 to the I.G.P.	7. 8

1352/W. A.R.P - Training and Operations Circulars.

12497/W.

General and Revenue Secretariat — W[S] File No. 44 of 1942. [App. F. III-2

Serial No.

Rcvd. for perusal

RS 18/3

Chief Secretary
Law Minister

Dr 18/3

Cr 18/3

Dr 19/3

OFFICE OF THE MINISTER FOR LAW
MAR 19 1942
No 9287

9. From

The Secy to Govt Home & Revenue Dept F. 3(3)-42/W dt 21st Oct 42 forwarding copy of C.D. Draft circular dt 3rd Oct. 42.

Subd for perusal. A copy of the circular will be sent to the Govt in continuation for information. Circular No 13 was subd to the Law Minister. The other circulars are in the file.

RS 23/10

Dr 23/10

Law M.

Cr 24/10

OCT 27 1942
No 3553

Please take it back on my return A/S Rec Phillips Crerar

CHIEF SECRETARY 24. OCT. GOVT OF NWFP

Secret (M) Branch
G. Gt. P. Press Nthlw.

Dr 27/10

Cr 27/10

Subd with a letter to the Govt.

RS 29/10

Dr 29/10

10. Issued 1954/W dt 29th Oct. 42 to the Govt.

NOTE—Cont. Sheet.

WD/C4155—GPB—55,000—23-10-41

A.R.P. General Instructions
Training and Operations Circulars

1476/W

W File No. [illegible] 44 of 1941-2.

General and Revenue Secretariat

Serial No.

From The Asst ARP Controller Bath
Do ARP 427/42 dated 11th Nov. 42 forwarding Training and Operations Circulars 13.

Only upto Circular 17 has been received from the Regn. Five copies of all the circulars received so far have been sent to the LSP. It is not clear as to the exact circulars which the Asst ARP Controller requires.

Explained by Mr L.R.S. Nair 11.11

LS XI XI Secy.

B2

W 44-41-1

1201/W

The reply to this communication should be addressed to the Secretary to the Resident in Mysore, Bangalore, by designation and not by name.

No. F.3(3)-42/W.

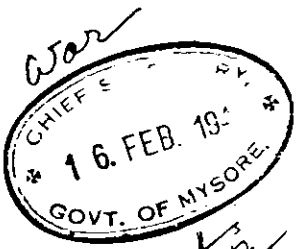
FROM

THE SECRETARY
TO THE HON'BLE THE RESIDENT IN MYSORE.

To

The Chief Secretary to the Government of
His Highness the Maharaja of Mysore,
Bangalore.

Dated Bangalore, the 16th February *194* 2



A.R.P. Training and Operations Circulars.

SIR,

I am directed to forward for information 6 copies of Training and Operations Circulars, Nos.1 - 11. Copies of Circular No.13 referred to in Circular No.6 will be forwarded in due course.

I have the honour to be,
Sir,
Your most obedient servant,

Abdul Aman Khan

for SECRETARY TO THE RESIDENT.

KRly

VN

OPERATIONAL INSTRUCTION No.1.

LOCAL AIR RAID PRECAUTIONS AUTHORITIES AND CO-OPERATION WITH INDUSTRIAL ESTABLISHMENTS.

It is of great importance for all industrial and commercial establishments to be fully informed of the arrangements made by the Local Authorities under the Air Raid Precautions organisation, and of the best method of calling assistance particularly in the case of the casualty service.

Experience has shown that there is considerable variation in the methods used by firms for reporting incidents and it is thought desirable in the interests of efficiency to secure reasonable uniformity in this matter. The following rules are recommended:-

(a) In establishments employing less than 300 workpeople, the first intimation of an incident should be made to the nearest Warden's Post by messenger where possible.

(b) Establishments employing more than 300 workpeople should have their own Warden's Post on the premises through which information will be sent direct to the Local Authority's report centre. These Warden's posts should be manned with trained wardens, recruited from the establishment personnel, who have gone through the prescribed course in accordance with Air Raid Precautions Training Manual No.2. Establishments are advised to have a reserve method of reporting should their own posts be put out of action.

(c) Groups of small establishments close together could frequently organise a joint Wardens' Post.

(d) Key factories should be allowed to report to the Report Centre direct.

M.P.G.

TRAINING AND OPERATIONS CIRCULAR No. 2.

REPORTING OF CASUALTIES AND FIRES.

1. Experience in training exercises and of actual raiding conditions has taught that as a general rule it is better practice for A. R. P. Services to proceed to an incident only on orders issuing from the Report Centre rather than on a request made direct to their Depot by Wardens or other persons. Reports of damage should, therefore, normally be made to Report Centres either by telephone or message *viâ* the Wardens Post.

2. The reasons which have led to the adoption of this general rule may be summarised as follows :—

(a) The A. R. P. Services are limited in number and the allocation of the bulk of the parties will have to be planned if the best use is to be made of them. This planning can only be done at the Report Centre where the fullest information about the whole area is available. The little extra delay involved is well worth the advantages gained by a controlled allocation of Services.

(b) The same incident is often seen and reported by Wardens of adjoining sectors. If the reports are made to the Depot direct the location of the incident is likely to be given differently by each Warden and two lots of parties will therefore be sent out. Again the incident may, as will often happen, be also reported to the Report Centre by the Police or other persons and a third batch of parties will be sent out to the same incident.

(c) During a raid the A. R. P. Services remain in shelter in their Depots until such time as they are called out, but they must operate whilst bombs are falling if called upon to do so. Many valuable trained personnel may therefore become casualties and lost to the Service if they are called out unnecessarily.

(d) Wardens making reports direct to a Depot will often find that all the parties in that Depot have already been ordered out by the Report Centre or other Wardens nearby. They will then either have to go to another Depot which may also be empty or send a message to the Report Centre and greater delay will thus be caused than if the report had been sent to the Report Centre in the first place.

(e) Wardens will often be in an excited state of mind and will call upon Depot Superintendents for more parties than are really necessary.

3. An exception to the general rule is made in the case of fire, and Wardens should make personal contact with the fire service, if possible, on their way to their Post, but failing this they should be instructed to telephone their fire calls direct to the fire brigade. If this is not possible they should send a message to the nearest fire station and telephone or send a message to the Report Centre saying what they have done. It will then be for the officer in charge of the Report Centre to decide whether the

call or message should be passed on to the fire brigade. This course is usually advisable.

4. An exception is also made to the general rule in the case of A. R. P. Services when the incident is very close to a Depot, and Wardens should be instructed to report direct to the Depot Superintendent if this is so.

The following safeguards against an unnecessary dispersion of A.R.P. Services should, however, be made and practised during training :—

(a) Services should only proceed out of the Depot on the order of the Depot Superintendent.

(b) The Depot Superintendent, on receiving a request for Services from a Warden, should only order out an immediate action party of—

1 ambulance,

1 car for sitting cases,

1 1st aid party,

1 light rescue party (if the Wardens report that persons are trapped).

(c) If a request is made for parties to be sent to an incident near another to which parties have previously been despatched, the Depot Superintendent should endeavour, by questioning the Warden, to find out whether it is a fresh incident or not.

(d) The Depot Superintendent having ordered out the parties will immediately report his action to the Report Centre.

(e) The Warden will report his action to the Post Warden who will, in turn, inform the Report Centre.

5. To ensure that, when casualties are caused by an air raid, assistance is mobilised as quickly as possible, the following procedure should be adopted :—

(a) Directly a Warden becomes aware that a bomb has fallen and there are casualties requiring more attention than can be given by the Police or Wardens already on the spot, he should, without further reconnaissance, go or send immediately to the Wardens Post from which an "Express Report" should be telephoned or sent by messenger to the Report Centre in some such short form as the following :—

"*Express Report*: Post No.....Casualties in..... Street.....between.....Street and.....Street."

If it is immediately evident or suspected that casualties are trapped the Wardens will add the word "trapped" before the word "casualties". On no account must the Wardens delay the despatch of the "Express Report" by trying to discover whether there are in fact trapped casualties where this is not immediately evident. What he does, he must do quickly.

The officer in charge of the Report Centre will, on receipt of the "Express Report", at his discretion order to the incident an immediate action party of—

1 ambulance,

1 car for sitting cases,

1 1st aid party,

1 light rescue parts (only if trapped casualties are reported).

6. After the "Express Report" has been sent and after further reconnaissance, the Wardens A. R. P./M. 1 form will be completed and telephoned or sent to the Report Centre in the usual way.

7. The immediate action parties on arrival will assess the damage and call for any additional assistance required through the Warden in charge of the incident or, if he has arrived, through the Incident Officer.

8. Any messages after the despatch of the A. R. P./M. 1 should be sent on A. R, P./M. 3 and headed "Supplementary Message". By doing this, time will be saved in the Report Centre as the words "Supplementary Message" will indicate to the chart writer and ploting officer that it does not refer to a fresh incident and time therefore need not be spent in deciding this point.

9. Notices summarising the procedure for reporting should be displayed in all Wardens Posts for ready reference.

TRAINING AND OPERATIONS CIRCULAR No. 3.

CONTROL OF AIR RAID INCIDENTS.

1. Experience has shown that the work of the various A. R. P. Services at an incident cannot be efficient unless the operations as a whole are controlled on the spot by a single officer. Any technical officers present *of whatever rank* are in charge of the technical side of the operations only. The general control of the Services is the business of an officer hereafter called the Incident Officer.

The most effective way of ensuring that work at an incident will proceed efficiently is to place a trained Incident Officer in charge of the operations.

When it is a fire incident, an officer of the fire brigade should normally take charge and the Incident Officer, in charge A. R. P. operations, should co-operate with him. In any case it is advisable that operations in connection with extinguishing the fire and rescue work in buildings on fire should be controlled by one officer and the work of the A. R. P. Services should be controlled by another, the officer in charge of fire being considered as the senior.

2. The qualities required in an Incident Officer are personality, powers of command, coolness in danger, the ability to size up a difficult situation quickly and to make a plan to deal with it and detailed knowledge of the Civil Defence Organisation and its operation.

3. The duties of an Incident Officer are too specialised to allow any person to perform them unless he has received special training. Persons who possess the necessary personality and knowledge of the organisation should be selected and trained.

4. It is not intended that a special Incident Officers' Service should be formed, but that suitable officer of the various Government services, and members of the A. R. P. Services, in particular the Wardens Services be asked to volunteer for training and to act in this capacity when called upon to do so.

Until the Incident Officer arrives, the senior member of the Wardens Service present must act as Incident Officer and should exercise all the functions necessary to establish and maintain control. Both he and his control post should be marked by the same means as for the Incident Officer. See para. 8 (a) below. It is therefore essential that the training of Wardens should ensure that they understand how to control an incident and that they realise that it is their duty to exercise such control until relieved. It is suggested that the training should start first with Chief, Divisional, Head and Post Wardens and finally be extended to all Wardens. The most suitable being trained first.

5. It is difficult to state what number of Incident Officers is required for any area except in general terms. The number required in an area will depend partly on its size and partly on its population. The object should be to train sufficient suitable Incident Officers to allow one to be present at each incident of importance in the heaviest raid which might be expected.

6. Circumstances differ too widely to permit any hard and fast formula to be laid down, but Controllers are responsible for seeing that an experienced Incident Officer is present at all incidents of importance from the earliest stage. The method by which the presence of an Incident Officer is secured may vary. In some areas Post Wardens may take charge of incidents in the Post area. In others a specified area may be allotted to each Incident Officer and he would then go to any incident which may occur in that area on a summons from the Wardens Post. In others a certain number of Incident Officers may attend at the Report Centre ready to go out to incidents. When the local arrangement is one of the two former types, the Incident Officer should invariably report to the Report Centre that he has arrived and has taken charge. It is also advisable that the Report Centre should make sure that the police know when an important incident occurs.

If the number of serious incidents is too large to allow an Incident Officer to be sent to each of them, an officer should be deputed to visit several incidents in order to ascertain whether the Wardens require any assistance. When a number of small incidents occur in the area of a Wardens Post and the Post Warden takes charge of them in the manner specified in Operations Circular No. 5 he will advise the Report Centre of the fact.

7. The Incident Officer should remain at the incident as long as any rescue or casualty parties are working at the site. Where operations are prolonged it will be necessary to arrange reliefs, and after all living casualties have been removed it may be sufficient to relieve an Incident Officer by a responsible Warden. But the person who is in charge should be acquainted with the whole course of the operations and should be in a position to answer questions, to advise the Report Centre on any developments and to ensure that orders received from the Report Centre are carried out.

8. It is the duty of the Incident Officer to exercise control, ensure that operations proceed according to a pre-conceived plan and to see that first things are done first.

He must co-ordinate the work of a number of specialist services each of which has its own technical problems to solve. He cannot decide how the details of the technical work should be done, but should see that it is adjusted to suit the general plan.

To maintain effective control on operations, action is necessary under the following main heads :—

(a) *The Incident Officer and his Post should be easily identifiable.*

The following markings will be used :—

INCIDENT OFFICER.

By day.—A pale blue cover to his helmet.

By night.—A pale blue cover to his helmet and a piece of pale blue cloth 1 ft. square attached to his shoulders.

INCIDENT OFFICER'S CONTROL POST.

By day.—A pale blue flag not less than 24 inches long and 18 inches wide.

By night.—Two blue lamps placed one above the other.

N.B.—The above equipment might well be kept at each Warden's Post with a small number of sets at the Report Centre.

The blue lamps may take the form of hurricane lamps and should be so screened that no light is emitted upwards and not more in other directions than is reasonably necessary.

THE FIRE BRIGADE OFFICER IN CHARGE OF A FIRE.

By day.—A black and white check flag 36" × 36" with four inch squares.

By night.—If necessary the flag may be illuminated by a lamp.

(b) *Full and accurate information of the circumstances must be obtained at the earliest possible moment.*

The nature and extent of the damage must be ascertained. The number of persons likely to be in a wrecked building must be established with the places at which they are most likely to be found. This information will usually be available from the Wardens' knowledge of the habits of the population, but it must be supplemented as operations proceed by questioning casualties and other persons who are rescued and by making enquiries from those members of the public who can supply information.

It must be ascertained whether casualties are trapped.

Matters affecting the disposition of parties, such as the presence and extent of fire or poison gas or escapes of water or coal gas or live electric cables which are likely to affect the operations must be ascertained.

The Wardens at the incident will be distributed in the manner which not only enables them to complete their investigations, but also to pass on the requisite information to the parties which, after leaders have reported to the Incident Officer, go to work at each point.

(c) *Sufficient information must be sent to the Report Centre to enable the Controller to judge the nature of the incident and to decide what Services must be sent and in what strength.*

It is an important part of the Incident Officer's duty to satisfy himself when he takes charge that the reconnaissance and the reporting are adequate.

An express report will have been despatched immediately casualties or fire are known to exist. A report in form A. R. P./M. I must be made as soon as adequate reconnaissance has been made, and in the remarks

portion should be stated the assembly point to which further parties are to be sent.

Any special features which affect the number of parties required, *e.g.*, the fact that trapped casualties cannot be reached for some hours or that operations cannot begin until fires are under control must be reported either in the M. 1 report or in subsequent supplementary reports.

Reports must be expressed clearly and must avoid panicky phrases. While panic messages must of course be avoided, the sending of partial information of a type likely to conceal the serious nature of an incident from the Controller is equally dangerous.

(d) *All measures must be taken which are necessary to ensure that all Services are used to the best advantage throughout the damaged area without confusion and delay and that operations are pressed forward to a successful conclusion.*

A Control Post should be established at a point which can easily be found by in-coming Services and marked as stated in para. 8 (a) above. The Control Post should be close enough to the casualties and to the casualty loading grounds to permit touch to be maintained with the parties, yet sufficiently distant to ensure that the Incident Officer is not lost among the working parties, and can easily be found by party leaders on arrival. If both these requirements cannot be satisfied, preference should be given to a Control Post which can easily be found. If possible the Control Post should be near a telephone.

It may be necessary for the same Incident Officer to control operations at several contiguous scenes of damage.

It is advisable that once he has surveyed the position and settled his general disposition, the Incident Officer should remain at his Post until all Services have arrived and been allocated. Party leaders and others requiring to consult him or to take his orders should go to him there. When he leaves the Post he should see that a competent Warden remains who knows where he is to be found. One or more Wardens should be attached to the Incident Officer as runners.

If buildings are on fire, arrangements should be made with the officer in charge of the fire to ensure co-ordination of the work of A. R. P. parties with the fire fighting arrangements.

The senior police officer present should be consulted and the Incident Officer should agree with him the measures necessary to control traffic to assist in the parking of vehicles and to keep a clear space for the operations.

At all major incidents sufficient space should be kept clear to ensure that life saving operations are not impeded and Wardens should assist the police in doing this so far as their other duties permit. Care, however, should be taken not to exclude members of the public who can give useful information or who are enquiring about relatives or friends.

The casualty loading ground or grounds should be selected, and the most suitable place in which to park the different types of vehicles should be settled.

When parties arrive, the leaders must report to the Incident Officer who should allot them to the different places where operations are necessary. When necessary he will move them from one site to another as the operations progress and when it is necessary to divide parties into small units. He should arrange this with the party leaders.

He should keep a record of the removal of casualties and this should be checked at intervals with the lists of persons believed to be in the building. He should see that casualties and other persons who are in a position to give him reliable information are not sent away until they have been questioned, but he should not delay the disposal of dangerously wounded persons on this account.

He should be acquainted with the arrangements for dealing with homeless persons and be ready to give advice and assistance when asked to do so.

He must also make suitable arrangements for the disposal of the dead pending removal.

In consultation with the senior Rescue Officer present, the Incident Officer should decide whether in their opinion the circumstances are such that substantial unskilled assistance whether from the military, if available, or from other sources, or special tackle is needed. When the Incident Officer and the senior Rescue Officer present are agreed that unskilled labour could usefully be employed, *e.g.*, for the moving of light debris, the Incident Officer should request the Police and the Wardens to secure suitable volunteers. The place at which they are put to work and the methods which they use must be approved by the senior Rescue Officer present, and they will work under his direction. First Aid Parties may be used to supplement a Rescue Party which is working at an incident if less highly skilled men can usefully be employed provided that the First Aid Parties are not required for their primary task. First Aid Parties at an incident, not immediately engaged on first aid work, may be so utilised. If the Rescue Party leader needs more of such help he should inform the Incident Officer who will pass the requirements to the Report Centre. The Controller should send one or more First Aid Parties if they can be spared or, if not an additional Rescue Party. All such messages to Depots, ordering out First Aid Parties for this purpose, must state that the Parties are being sent for rescue work. All First Aid Parties whilst employed on rescue work will work under the direction of the senior member of the Rescue Service present.

Adequate arrangements should be made for the custody of valuables recovered from the debris. No members of the party should in any circumstances take salvaged property or articles of value away from the scene of the disaster. During operations such articles should be handed to the leader of their party who should pass them on either to the Incident Officer or to a responsible officer, or to the senior police officer on duty. When salvage of property or clearance of debris is taking place during daylight, all goods must be handed at once to the officer in charge of the operations.

Parties no longer required must be returned at once to their Depots. First Aid Parties, ambulances and cars for sitting cases should not be kept

TRAINING AND OPERATIONS CIRCULAR No. 4.

CONTROL OF A SINGLE INCIDENT BY A WARDEN PENDING THE ARRIVAL OF AN INCIDENT OFFICER (REFERENCE DIAGRAM ATTACHED).

1. The following is a method by which a warden may organise the area round an incident; it might well form the basis of an incident control drill for training purposes.

2. Whilst it is realised that every situation will differ, the principle that control of operations must be effective if the services are to operate efficiently, will always remain. Certain things will have to be done at every incident and if wardens are continually practised to carry them out systematically, they will be able to vary their action to suit different conditions.

Sequence of Action.

I. The action warning is sounded on the sirens.

II. The wardens collect at their post and are sent on their sector beats by the Post Warden.

The Post Warden should remain at the post keeping with him two or three wardens, a warden to operate the telephone and the messengers attached to the post.

III. As soon as bombs have fallen the two wardens in the sector concerned should proceed to the scene of the damage. (For easy reference these two wardens will be called Warden A1 and Warden A2.)

IV. After a very quick look at the scene of the damage Warden A2 will go quickly to the post in order to send the "Express Message". This message should be sent as soon as possible after the wardens have seen the damage. He then returns to the incident taking with him a blue helmet cover for Warden A1 and in addition at night, the blue shoulder cloth and the two blue lamps for marking the incident control post.

Warden A1 should meanwhile have started giving immediate first aid to any casualties requiring it. As soon as the arrival of additional assistance enables him to leave this duty he next decides—

(a) the preliminary parking plan for the different services, *e.g.*, ambulances, first aid parties, rescue service;

(b) where he will set up his control post so as best to control operations. He retains Warden A2 as his assistant;

(c) the casualty loading ground.

If he leaves his control post he must leave a warden there to inform people of his whereabouts.

(d) He consults with the Senior Police Officer present and with him decides on the final parking plan, arranges with him for police and other wardens whom he can obtain from the post to be posted at the approaches to the incident to inform drivers of vehicles where to go on arrival, he informs the police and wardens detailed for this duty of the position of his control post, so that leaders of parties may be told where to report on their arrival. He also arranges for the area round the incident to be kept clear for the operation of services, but he should take care not to exclude members of the public who can give useful information or who are enquiring about relatives or friends.

(e) He proceeds to make a further reconnaissance in order to gain information on the following :—

(i) The presence or extent of any five which may have broken out.

(ii) Nature and extent to the damage.

(iii) The number of persons likely to be in the wrecked building and places where they are most likely to be found.

(iv) Whether any casualties are trapped.

(v) Escapes of water or coal gas, live electric cables or poison gas.

The remaining wardens in the post area will be examining their sectors and if nothing has happened one will remain in each sector whilst the other goes to the wardens' post where they will be retained by the Post Warden for allocation as may be necessary. If damage has occured they will act in the same way as Wardens A1 and A2.

The Post Warden will send at least two of these wardens to help at the incident.

4. When parties, in response to the "Express Message" arrive they should be directed to their parking places.

5. As soon as the vehicles have halted the leaders of the parties will report to the warden in charge who gives them all the information at his disposal to assist them to carry out their respective tasks.

6. As soon as an adequate reconnaissance has been made Warden A1 will report on A. R. P. M. 1. The following should be included when the information is available, but some of it can only be got when leaders of parties have discovered the extent of what they have to do.

Any special features which affect the number of additional parties required, *e.g.*, the fact that trapped casualties cannot be reached for several hours or that operations cannot begin until fires are under control, etc.

Reports must be clearly expressed and vague phrases avoided.

7. After despatch of the A. R. P. M. 1, Warden A1 will maintain general control and will send to the Report Centre supplementary reports as necessary on A. R. P. M. 3.

He will keep a record of all that takes place.

8. Warden A1 will keep a record of the removal of casualties and this should be checked at intervals with a list of people believed to be in the damaged building, either from his own knowledge or from information gained from casualties or persons nearby.

He should see that casualties and other persons who are in a position to give him valuable information are not sent away until questioned, but he should not delay the disposal of dangerously wounded persons on this account.

He must inform all who ask of the arrangements for dealing with homeless persons.

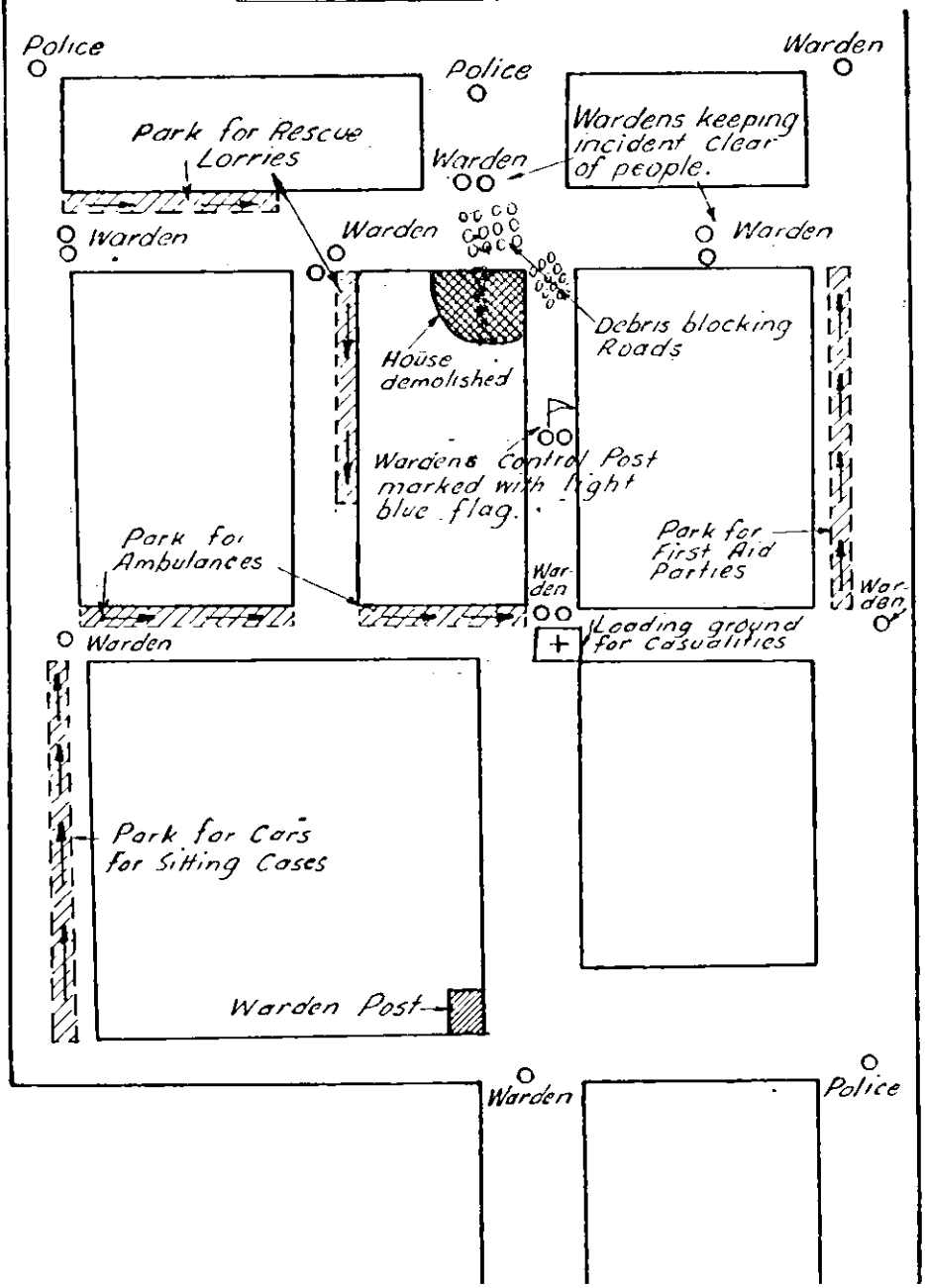
He must make suitable arrangements for the collection of the dead pending removal.

Parties no longer required must be returned at once to their depots and the Report Centre informed.

Arrangements must be made for the custody of valuables recovered from the debris.

If relieved he must pass on to his successor all information which is necessary.

DIAGRAM OF AN INCIDENT



TRAINING AND OPERATIONS CIRCULAR No. 5.

CONTROL BY A WARDEN PRIOR TO THE ARRIVAL OF AN INCIDENT OFFICER OF AN AREA CONTAINING SEVERAL INCIDENTS.

1. It generally happens that two or more bombs will fall in a comparatively small area. The incidents should then generally be grouped together for the purpose of control.

If this is not done, the result will be a congestion and confusion of traffic, unnecessary duplication of arrangements, *e.g.*, casualty loading grounds, etc., and an uneconomical use of the A. R. P. Services, particularly, when there are several incidents in one neighbourhood and only a few casualties are caused.

2. It is not possible to state definitely what the size of such an area should be or how many incidents should be grouped, as it will depend on the lie of the roads, whether it is night or day, the number of Police and Wardens available and facilities for parking vehicles, etc., etc. It is suggested that a maximum area might be that of a circle with radius of 100 yards, but it might well be greater depending on circumstances. In the case of congested walled cities which have received a heavy attack, the whole of the city might sometimes be treated as one area for purposes of control.

The initial decision as to which incidents should be grouped will normally be made by the Post Warden who should inform the Report Centre what he has decided. It is then open to the Controller to make such adjustments as he may think fit.

If the area, as may often be the case, is partly in one Post area and partly in another, the decision should be made by the respective Post Wardens in consultation ; they will also settle between themselves who will act as Incident Officer.

3. Initially the procedure at each separate incident will be the same as is outlined in Training and Operations Circular No. 4.

4. The Post Warden should remain in his Post until he is reasonably satisfied that all the incidents in his area have been reported. As "Express Reports" come in, he should mark the position of the incidents on the map of his area kept in the Post. This will assist him to keep a check on the general situation in his Post area, to decide which incidents should be grouped, and to come to a preliminary conclusion from a study of the map where he should set up his Control Post, where vehicles may be parked, where casualties should be loaded and the assembly point for additional parties arriving in the area.

5. The Post Warden will then make a quick round of the incident taking with him two Wardens to act as his assistants. During his tour of the area he should decide finally on the position of his Control Post (it

will be convenient if this is near a telephone) and note how far his preliminary plan for parking is feasible. He should make contact with the senior Police Officer on the spot and decide in consultation with him on the arrangements for the movement of traffic, the parking of vehicles and control of the people in the area.

6. He will next take up his position at the place selected for his Control Post and will there set up his blue flag, or two blue lights at night, and send one of his assistants to inform the Warden in charge of each separate incident of its position and the best route to it. He will also send guides to the assembly points so that arriving parties may be met and told where they are to park their vehicles, the route to the parking place and the position of the Control Post so that leaders may know where to report.

Hereafter all reports or requests for further assistance from each separate incident will be sent to the Control Post and not to the Wardens Post.

7. The Post Warden should next inform the Report Centre what incidents have been grouped for the purpose of control, stating the number of the telephone, if any, near his Control Post. He should also state the location of the assembly point to which A. R. P. Services should be sent.

8. Thus control is ensured by—

(a) The leaders of the several A. R. P. Services who are in technical charge of their part of the work at each incident. In addition where there are several parties of one Service, there will be a Group Leader *e.g.* a Group Leader of six first aid parties in charge of the work of the group of parties.

(b) A Warden in general charge of the operations at each separate incident.

(c) The Post Warden acting as Incident Officer and exercising general control and supervision over the group of incidents.

(d) Police and Wardens closing the area. Controlling the population and directing vehicles to their parking place.

9. The Post Warden should now see how far the arrangements already made can be improved *e.g.* the arrangements for—

(a) maintaining records of the removal of casualties ;

(b) obtaining information about all who might possibly have been in the buildings damaged ;

(c) informing homeless people of the arrangements for their accommodation ;

(d) collection of the dead ; and

(e) safe custody of valuables recovered from the debris, etc., etc.

10. He should maintain a diary of all important events.

11. He should make it his business to see that no more A. R. P. Services are present than are actually required, and that those which are present are used to the best advantage. As soon as possible he should calculate, usually after consultation with the leaders of the parties on the spot, what additional services are required and should then request the Report Centre to despatch them to the assembly point selected by him.

He will have general authority to allot to the best advantage all Services sent to his Post area, to move them from one site to another and to return those which may be in excess of requirements or cannot be used for some time *e.g.* ambulances should not be kept waiting idly for several hours pending difficult rescue operations. He will find his task facilitated in this respect if he keeps a record in the form attached.

An explanatory note is also attached

For Incident Officer's Use only.

Location.	Casualties, etc.	Services. No. anticipated.	Services. No. present.	Priority.
1	2	3	4	5
	Casualties ...	F. A. P. ...	...	
	Trapped ...	AMB. ...	...	
	Dead ...	M. C. ...	...	
	Fire ...	M. F. ...	...	
	Gas ...	M. U. ...	...	
		RES. ...	...	
		DEC. ...	...	
		FIRE ...	...	
		REP. ...	...	
	Casualties ...	F. A. P. ...	...	
	Trapped ...	AMB ...	...	
	Dead ...	M. C. ...	...	
	Fire ...	M. F. ...	...	
	Gas ...	M. U. ...	...	
		RES. ...	...	
		DEC. ...	...	
		FIRE ...	...	
		REP. ...	...	
	Casualties ...	F. A. P. ...	...	
	Trapped ...	AMB. ...	...	
	Dead ...	M. C. ...	...	
	Fire ...	M. F. ...	...	
	Gas ...	M. U. ...	...	
		RES. ...	...	
		DEC. ...	...	
		FIRE ...	...	
		REP. ...	...	

Sketch of Scene of Incident.

Explanatory note to Incident Officer's Record Form.

1. Col. 1. "*Location*".—Here should be described each of the incidents either by name of the road or house in which it has occurred or by giving it a number or letter.

2. Col. 2. "*Casualties, etc.*"—In this column should be entered the number of casualties in each category and it should be noted whether it is a fire or poison gas incident.

3. Col. 3. F. A. P. means First Aid Party.
AMB. means Ambulance.
M. C. means Motor-car for sitting cases.
M. F. means Mobile First Aid Post.
M. U. means Mobile Unit.
RES. means Rescue Party.
DEC. means Decontamination Party.
FIRE means Fire Engines or Trailer Pumps.
REP. means Repair Party.

"*Services, No. Anticipated*".—Here should be entered the number of parties, etc., which are judged necessary.

Col. 4. "*No. Present*."—In this column should be entered the number of parties, etc., as they are allocated to each separate incident.

4. Col. 5. "*Priority*".—After it has been decided which incident is the most serious and requires most urgent treatment, the order of priority should be entered in this column by allotting a number or a letter to it.

5. *Foot of form.* "*Sketch of Scene of Incident*".—If the incident Officer is able he should make a rough sketch of the area showing diagrammatically the arrangements made.

6. The value of this form is that the Post Warden need not keep in his head a number of details which are important, but may be forgotten at a time when the Incident Officer has much to do and will be constantly approached by many persons with varying problems. Again if he leaves his post to inspect operations he can hand over this form to a subordinate who will be able to continue to allocate parties on the plan settled by the Post Warden.

Training and Operation Circular No. 6

Conventional signs for use on A. R. P. Maps.

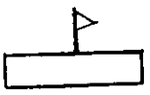
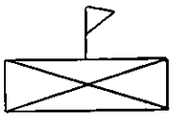
(*Reference Training and Operation Circular No. 13*).

The location of Control and Report Centres, Hospitals, First Aid Posts, A. R. P. Depots, Wardens' Posts, etc. should be shown on maps in use in Control and Report Centres.

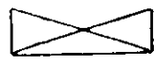
It is advisable that the conventional signs to be used for this purpose should be standardised.

The conventional signs are shown in the Annexures to this letter and it is requested that they may be adopted.

CONVENTIONAL SIGNS.

Definition.	Sign.	Colour.	Remarks.
Control Room		Black	
Sub-Control Room		,,	Applies only to very large Centres, *e. g.*, Calcutta.
Report Centre (Separate from Control Room)		,,	
Combined Control & Report Centre		,,	
Warden's Post		Green	
Hospital for Air Raid Casualties		Red	
First Aid Post		,,	
First Aid Post with Cleansing Section		,,	
Combined A. R. P. Depot		Blue	
Combined A. R. P. Depot with Cleansing Station		,,	
Depot for one Service only		,,	The triangular sign is used with an abbreviation denoting the service located in the Depot, *e. g.* F. A. P. First Aid Post.
General A. R. P. Store		Brown	
Respirator Store		,,	

CONVENTIONAL SIGNS.—*contd.*

Definition.	Sign	Colour	Remarks
Public Telephone Exchange		Black	
Air Raid Warning Signal		,,	
Fire Station		,,	
H. Qrs., Fire Brigade		,,	
Fire Hydrant		Blue	
Static Water Supply		,,	
Police Outpost		,,	
Police Station		,,	
Police H. Qrs.			

NOTE :—In order to distinguish the various buildings such as Report Centres, First Aid Posts, Depots, Wardens' Posts, it may be found convenient to make against the conventional sign the number by which the building is known.

Warden's Post A-1.

No. 1 Report Centre

The Model Press, Delhi.

Training & Operations Circular No. 7

The following brief account of air raid damage which occurred in the London Region on the night of 26th July is circulated for the information of Controllers. It illustrates certain points of importance in the A. R. P. Organisation.

Incident A.

A single enemy plane dropped one high explosive bomb, believed to be 50 kilograms, at 22-10 hours. The bomb fell in a small patch of allotments with houses backing on to it on three sides. Six houses were seriously damaged and forty eight were damaged but capable of repair. These figures are exclusive of houses with broken windows only.

One person was seriously and five slightly injured. In the back garden of almost every house there was an Anderson Shelter. One of these was only four feet from the rim of the bomb crater, another about six feet. The first had its emergency exit cover blown completely in and the cover of the adjoining shelter had been punctured in several places by splinters. In these and other cases, the shelter and especially the emergency exit had not been covered with earth and the entrance was insufficiently protected. The importance of covering the emergency exit as well as the actual sides and roof of the shelter with a sufficient covering of earth is clearly illustrated. It is not necessary that the emergency exit should enable the occupants to escape at once, so long as they can dig or burrow their way out later. The entrance also should be adequately protected by a baffle wall or other means, to a height sufficient to shield the unprotected end and entrance.

There was a Wardens' Post opposite the row of houses nearest the crater, its telephone wire was broken by the explosion and the report had to be sent from the next nearest post. One rescue party, one stretcher party and one ambulance arrived within six minutes of the explosion.

A warden was talking to a woman and child at the front door of their house when he actually heard the noise of a falling bomb. He tried unsuccessfully to make the woman lie down, then threw the child down on the ground and lay on top of him. The explosion blew the warden some 12 feet through the front door of the adjoining house but left him with only slight bruises; the child was unhurt. The woman was hit on the head by a bomb splinter and seriously injured. The warden's presence of mind probably saved the child's life, and demonstrates the value of prompt action, even at the last moment while the bomb is descending.

Incident B.

Two bombs, believed to be of 50 kilograms each, fell almost simultaneously within 50 yards of each other along a line of small detached villas at 22-23 hours. One fell in the front garden of a small house, blew in part of the front and killed a fireman as he was entering an Anderson Shelter on the other side of the road. A woman who was standing at the window of the house was seriously injured. The next two houses were only slightly damaged by the breaking of glass and tiles and the fall of plaster. The fourth house had a corner blown off and suffered considerable damage to ceilings, glads and tiles. The second bomb fell on the fifth house and completely demolished it. An elderly woman was blown out of the front of the house and died on her way to hospital. Another woman at the back of the house was slightly injured and two children, one of whom was trapped under the wreckage, were practically

unhurt. The sixth house—a much larger semi-detached house of more solid construction was—almost completely undamaged, except for a little broken glass.

The area was under yellow warning; the Express Report was sent off by a warden who lives next door to the first house mentioned, at 22-25, and reached the Control Centre within a minute or two. The express parties, one stretcher party, one rescue party, one ambulance and one car, reached the spot by 22-30. The A. R. P. M. I. Report was received at 22-33 and was complete and accurate. The second rescue party was sent off after a visit from one of the Borough Engineer's staff and an additional stretcher party and two more ambulances were also sent.

The total casualties were two dead, one seriously injured, two slightly injured. Two were sent direct to hospital, others to the first aid post. The M. O. H. arrived on the scene independently having heard the explosion and superintended the treatment of casualties.

At the first house damaged, a good deal of shoring work had eventually to be done but the immediate work for the rescue parties was principally moving the debris of the second house by hand. It was found that gloves were needed for this work. Home Security Circular No. 119 authorised the local purchase of three pairs of leather gloves per rescue party, and local authorities are advised to see that this provision is made. The question of increasing it is under consideration.

The Raider Passed was received very soon after the incident. The first aid post received the message from the police independently and part-time personnel on call were then dismissed, though casualties were on their way. Fortunately sufficient staff was left at the post to deal with them when they arrived. This however illustrates the necessity of issuing clear instructions that part-time personnel should not be dismissed on the Raider Passed, but should await instructions from the Control Centre.

All the services worked admirably, reports were prompt and correct and the measures taken to deal with the situation were adequate and efficient. Arrangements were made to re-house the homeless in neighbouring houses. The work of rescue was facilitated by the fact that the warden living in the street knew precisely how many people were in each damaged house.

Model Press, 1500, 16-12-41.

Training and Operations Circular No. 8

Subject:—Reports of Unexploded Bombs.

The following abbreviations may be used when reporting unexploded bombs and all personnel should be familiarised with them.

Unexploded	H. E. Bomb	UXB
,,	Parachute Mine	UXPM
,,	Aeroplane Cannon Shell	UX Cannon
,,	Anti Aircraft Shells	UXAA
,,	Kilo Magnesian Incendiary Bomb	UXIB
,,	Incendiary Oil bomb	UX Oil
,,	Small Anti-personnel Bomb	UXAPB
	(in all other connections, AP stands for Armour piercing)	
,,	Poison Gas Bomb	UXGAS

If it is necessary to indicate the weight of the Bomb the weight in pounds or kilograms should be added after the abbreviation. *e.g.*

Unexploded	500 lb. H. E. Bomb	UXB 500 lb
,,	50 kg. Incendiary Oil Bomb	UXB Oil 50 Kg.

Model Press, 1500, 16-12-41.

TRAINING AND OPERATION CIRCULAR No. 9.

REPORTING FOR AND DISMISSAL FROM DUTY OF A. R. P. PERSONNEL.

1. The objective to be aimed at is that there should be available at their Posts and Depots sufficient personnel to take action immediately damage has been caused.

2. There are two classes of Personnel—

(a) Paid personnel who are permanently on duty at their Posts and Depots from the time the Preliminary Warning of an emergency has been issued. Paid personnel are at present authorised for certain Cities and Towns only.

(b) Unpaid personnel.

3. There is no difficulty in the case of the paid personnel. They are permanently available. The unpaid personnel present a problem which is not always easy of solution. Some live and work in the vicinity of their Posts and Depots and undertake to be available night or day when required. Others live in one place and work in places some distance from their Posts and would take some time to get to them. Others can only undertake to give duty on certain days of the week and between certain hours.

4. The first step in the solution of the problem is to list the volunteers allocated to each Post or Depot in the following categories.—

(a) Those available at any time night or day:

(i) Always in the vicinity of Posts.

(ii) In the vicinity of the Post between certain hours.

(iii) Distant from the Post between certain hours.

(b) Those available only on certain days of the week and only between certain hours.

(i) In the vicinity of the Post, etc., on the days and between the time specified.

(ii) Distant from the Post, etc., on the days and between the time specified.

5. On completion of the above list, a roster of duty covering the whole week and each of the 24 hours of the day should be prepared and so arranged that a full staff is available at all times. It should be so arranged that at whatever hour a warning is received of those detailed for duty as large a proportion as possible is drawn from those who are likely to be in the vicinity of the Post, etc., at that time, the balance being detailed from those who are some distance away.

6. It should then be possible to call up unpaid volunteers by two methods—

(a) Those who live in the vicinity of the Post, etc., should report on hearing the Public Warning Signal or the fall of bombs, whichever is earlier.

(b) The remainder may be called up by messenger from the Wardens Post in the area of which they may be expected to be at the time when the Preliminary Caution—Air Raid Message—Yellow is received in the Control Room. This may be done by a 'snow ball' system, *e.g.*, the messenger warns certain selected volunteers who in turn are responsible for warning others and so on.

7. It should seldom be necessary to call up Wardens on receipt of the Preliminary Caution as generally there should be sufficient in the area at all times.

8. Air Raid Precautions Personnel who have reported for duty should not dismiss until it is certain that their services are not required, and it is suggested that only the Air Raid Precautions Controller can decide this. Personnel should, therefore, not dismiss until orders are received at their Post etc., from the Control Room.

This order may be given by telephone, Messenger, bugle or any other suitable method.

GIPD—211 CDD—3.12.41—1,500.

TRAINING AND OPERATIONS CIRCULAR No. 10.

Street Fire Parties.

1. So far as possible the course of training should be as given below, the Chapter references in the last column are to A. R. P. Handbook No. 9 (first edition) and indicate where material for the course may be found :—

Part I—(lecture ½ to ¾ hour).

	Chapter.
(*a*) description of one kilo bomb, etc.	1
(*b*) methods of dealing with incendiary bombs*	2
(*c*) precautions to be taken	2
(*d*) fire fighting hints	4
(*e*) treatment of burns	4

*Note that the Redhill equipment is now obsolete.

Part II—Practical.

(*a*) approximately 30 minutes.

Demonstration of use of a stirrup pump on fires preferably in a furnished hut and drill with the stirrup pump 5

Demonstration of use of sandbag on Incendiary Bombs.

(*b*) approximately one hour.

Practise in extinguishing fires, and use of sand bag.

2. It will generally be found that the practical part of the course is best limited to groups of not more than 20 persons.

3. The use of practice A. R. P. bombs in the training course is not regarded as indispensable, the first consideration being to give instruction in the use of the hand stirrup pump for attacking a fire, and the use of a sandbag for attacking an Incendiary Bomb.

Ladders.

4. Wardens should be instructed to make a survey of their sectors to ascertain where there are ladders owned by house-holders and others, which could be borrowed in an emergency for fire prevention purposes.

5. In view of the enemy's use of incendiary bombs containing an explosive charge, the appropriate method of dealing with all incendiary bombs in the open, if they can be dealt with within 30 seconds, is to place a partly filled sandbag upon them : loose sand or dry earth is much less satisfactory than partly filled sandbags. In all other cases the bomb may be safely left for a few minutes by which time it will have exploded if it is of the explosive type. The bomb should then be covered with a partly filled sandbag. Bombs in the open should not be left to burn themselves out uncovered as the glare from them would be useful to the enemy. If bombs are falling in the street, they may also be falling on buildings in the street. The glare from a few incendiary bombs for 2 or 3 minutes is of considerably less importance than a glow from a building which is well alight. When, therefore, bombs fall in a locality fire personnel on duty should normally first deal with bombs which have fallen on houses or buildings. The use of loose sand or dry earth and a shovel or container is dangerous and of more limited value when an incendiary bomb falls on enclosed premises : on such premises it is best to use the hand stirrup pump, the fire fighter waiting for 2 minutes after the bomb has ignited unless there is a risk of a serious fire. For these reasons, shovels or containers are not to be issued to fire parties. Bomb which fall in highly inflammable areas must be tackled at once irrespective of the risk.

Arrangement of duties of Street Fire Parties.

1. The following outline of one method of organising the operation of fire parties for the protection of residential areas is given for general guidance, and may, of course, be adopted or modified according to local circumstances.

2. Fire watchers can also be members of street fire parties. Each party when in action will accordingly normally consist of three persons and they will need reliefs.

3. The way in which fire watching as distinct from fire fighting may be arranged depends to some extent on local circumstances. In daylight hours no fire watching in streets and residential areas is ordinarily necessary. Arrangements should be made to cover the whole of the period during which lighting restrictions are in force and the object of such arrangements should be :—

(*a*) to ensure that the party on duty goes into action without delay should the necessity arise ;

(*b*) to avoid the fatigue which would result from an undue number of persons being kept awake at night when no enemy attack is in progress.

4. When there is no air raid warning no fire watching need be performed but watchers should be awake, dressed, and ready to take up their duties. When action warning is sounded or when there is gun fire, or enemy aeroplanes are about, they must be prepared to detect incendiary bomb attacks. In both cases the rest of the party can remain indoors and may be in bed. The important consideration is that at least one person should be awake during the black-out period, whether there is an air raid warning or not so that the alarm can be given as required.

5. When a watcher considers that there is imminent danger of an incendiary bomb attack in the neighbourhood, *e.g.*, when he sees that bombs have fallen in the distance, he should warn two other members of the party to stand by for action. If they are not dressed they should then dress but they need not turn out and join the watcher until they hear short blasts on a whistle which indicate that incendiary bombs are actually falling in the neighbourhood.

6. The other members of the party, on hearing the whistle should dress and take their part in accordance with a pre-arranged scheme. Every person should know what action he or she should take in an emergency on the whistle signal. Thus it should be for one person to note where bombs are falling and direct the personnel available accordingly.

7. In the absence of incendiary bomb attacks on a particular district, the only duty to be carried out by members of parties is that of watching, or being prepared to watch. Assuming that each person enrolled is required to undertake 48 hours duty per month, *i.e.*, 12 hours per week, seven persons would be adequate for this purpose during a period of 12 hours per night. Each person would be on watcher duty for 12 hours a week (preferably in 2 hour spells) but might in fact not have to be out of doors at all. The members of the fire parties, when not on watching duty, would be available in an emergency to deal with incendiary bombs (see paras. 5 and 6).

8. It may often be possible to arrange for one person to act as watcher for more than one section of a street, and summon the available personnel in each section in an emergency.

M2CDD—1,500—23-12-41—GII'S

TRAINING AND OPERATIONS CIRCULAR No. 11.

Reports of Air Raids.

A. Local Reports for action or information within the Civil Division (or District).

B. External Reports to the Provincial Government and the Government of India.

A.—*Local Reports.*

1. These are mainly for detailed action, orders or information.

A convenient framework is as follows ; it is not intended to be exhaustive :—

From	To	Type of Report
(*a*) Report Centre (where not combined with Control Centre).	Control Centre	1. Despatch of Services and their return to Depots. 2. Damage. 3. Minor Bombing, without considerable damage. 4. Special Repocis, *i.e.* on matters other than 1, 2, 3 above.
(*b*) Control Centre	Local Head of Essential Service.	Damage to essential service concerned.
(*c*) Control Centre (where D. M. is not Controller).	District Magistrate	1. Abridged report of important damage. 2. Situation report. 3. Outside assistance needed when not obtainable direct. 4. Special report on other matters
(*d*) District Magistrate	Commissioner	1. Copy of his situation report to Government (see under B). 2. Outside assistance needed from within Division when not obtainable direct. 3. Special report on other matters.

2. The receiving authority for these reports may well instruct the sending authority as to :—

(*a*) Frequency and particular times at which routine reports are required ;

(*b*) Period to be covered ;

(*c*) Substance and form of reports.

Uniform forms for each kind of report assists greatly in quick action and collation.

3. The following are suggested outlines for the more usual reports ; the automatic entry of time and date is not mentioned. :—

(*a*) *Report of Despatch of Services.*—[See (*a*) 1, above] :—

(*i*) Detail of services despatched.

(*ii*) Time of desptach.

(*iii*) Depot from which ordered out.

(*iv*) Site of Incident to which despatched, and type of damage and cause, *e.g.* H. E.—Fire—Crashed Aircraft, etc.

(*b*) *Return of Services.*—[See (*a*) 1, above] :—

(*i*) Reference to time and date of messages reporting despatch of the party concerned.

(*ii*) Detail of services returned.

(*iii*) Depots to which returned.

(*iv*) Whether immediately available for further duty, reason if not available, and time and date when they will be.

(*c*) *Damage Report.*—[See (*a*) 2, above] :—

Officer in charge Report Centre should send separate damage reports to Control Centre in the following and analogous cases.

The report might start " Damage report from No.....Report Centre " :—

(*i*) Persons killed, seriously injured or trapped.

(*ii*) Houses demolished or rendered uninhabitable.

(*iii*) Important factories and industrial premises, destroyed or damaged, so as to decrease production.

(*iv*) Docks, Wharves, Warehouses, Shipping, Civil Aerodromes or planes damaged.

(*v*) Essential services, *e.g.* Railways, roads, telegraphs, electricity, water supply, sewage, damaged or endangered by bombs exploded or otherwise within 50 ft.

(*vi*) Notable buildings or monuments damaged.

Reports should, of course, be concise and priority should be given to important items to the exclusion of unimportant ones, if these would overload the report with detail.

Action taken should be stated, by reference to Report of despatch of services, or otherwise. Reports should be immediate when facts become sufficiently known, and should not be delayed for exact details. If the facts have been reported in the Report of the despatch of services, a separate, damage report should not be sent. Continuation and correction Reports can, of course, follow.

If the Control Centre decides to obtain direct information about an incident, it should inform the Report Centre so as to avoid duplication of work.

Form of Damage Reports.

The following is suitable :—

Damage—

(*i*) Minor Bombing report from No.....Report Centre at.....

(*ii*) Short description of incident.

(*iii*) Type of bomb and number of bombs, if known.

(*iv*) Casualties and Damage.

(*v*) Action taken by Report Centre.

(*d*) *Minor Bombing Report.*—[See (*a*) 3, above]:—

Where no casualties have occurred, and where no considerable damage is done, a short report on the above form is suitable.

(*e*) *Special Reports.*—[See (*a*) 4, above]:—

An outbreak of panic, disturbance of the public mind by casualties from AA Shell splinters, or any other matter needing report and not already mentioned, would be the subject of these.

Training in local reporting.

4. Preparation of the reports mentioned above should be constantly practised, as should the actual sending of them, to practise and test the means of communication.

The Control Centre should be similarly practised in receiving and dealing with them.

All practice reports should start with the words, " Practice only ".

B.—*External Reports to the provincial Government and the Government of India.*

1. The Governments, both of the Province and at the Centre will naturally require the earliest possible reports of Air Raid situations.

(*a*) For the purpose of organising assistance through Provincial and Central Departments and Services where this is needed.

(*b*) For the issue of communiques, and the control of publicity.

(*c*) For liaison purposes, both with Defence Services and between adjacent parts of the country.

(*d*) For distribution of information, including successful methods of Civil Defence.

2. The primary reporting authority for these purposes would be the District Magistrate and the following suggested routine is for consideration and criticism by Provincial Governments; meanwhile the general lines of it might be followed.

(*a*) On the occurrence of a Raid, the District Magistrate immediately telegraphs a very short report in cipher to the Provincial Government, sending copies by telegram to the Government of India, addressed CIVIDEF, New Delhi, and to the Commissioner.

These telegrams might begin " AIRDEP first part-letters..... ".

The telegram would give the name of the town raided, whether damage and casualties heavy or slight, and if possible, whether panic or other great difficulties had been caused.

(*b*) Telegraphic situation reports in cipher should then follow daily until the situation clears, again with copies to CIVIDEF, New Delhi.

These reports would each cover a period from midnight to midnight and would be despatched as soon after midnight as possible.

The telegram might begin " SITREP first part-letters..... ".

In these telegraphic situation reports the main points to notice would be:—

(*i*) Action needed by Provincial or Central Government.

(*ii*) Severity of Raid, time, numbers of planes, bombing by H. E. or incendiaries.

(*iii*) Revised casualty figures.

(*iv*) General extent of damage, including that to important factories and hospitals.

(*v*) Fire situation.

(*vi*) Position regarding essential services, water, light, sewage communications etc.

(*vii*) Food situation.
(*viii*) Public Morale.

(*c*) As soon as detailed information is available and the District Magistrate can do so a consolidated report should be sent by post to :—

(*i*) Provincial Government,
(*ii*) Government of India, Civil Defence Department, New Delhi,
(*iii*) Commissioner,

giving details as below for the whole district.

SITUATION REPORT.

PART I.—*General Summary of the situation in the Provinces.*

1. *Severity of raid,* time, nature of bombing and areas principally affected. General nature of damage and mention of any outstanding matters.

2. *Fire Situation.*—Extent of fire damage. Important fires out of control or still burning. Situation regarding water and working of fire fighting organization.

3. *Communications*—

(*a*) Main arterial roads blocked and the cause ; *e.g.* craters, debris, dangerous building, UXB.
(*b*) Secondary roads (only to be mentioned if damage to arterial roads makes it necessary to consider alternative routing of traffic).
(*c*) Railways. Damage to workshops, stations, or blocking of track, whether services are running.
(*d*) Telephones. Damage to Exchanges. Extent to which telephone service is interrupted. Use of field telephone lines.
(*e*) Civil Aviation. Extent to which service is interrupted, damage to planes.

4. *Essential Services*—

(*a*) Water
(*b*) Electricity
(*c*) Gas
(*d*) Sewers

} Damage to generating and pumping-stations. Extent to which the supply has been reduced in the area.

5. *Factories and institutions*—

(*a*) Categories A, B 1 and 2, and C Factories.
(*b*) Docks, Warehouses and Wharves.
(*c*) Hospitals.
(*d*) Imporatnt public institutions.
(*e*) A. R. P. buildings and Civil Defence Organization.

6. *Food situation.*—Extent to which communal feeding or other methods to feed the population are necessary.

7. *Public Morale*—

PART II.—*Damage other than that described in paragraphs 2—7.*

8. Principal damage in each town giving general nature of damage and time of attack. Incidents where heavy casualties occurred or shelters were hit or where rescue operations are still in progress. Situation with regard to homeless.

9. Total casualties separately for each town.

Killed.
Injured and detained in hospitals.
Minor injuries.
Missing.
Total.

Part III.

10. Items relating to previous raids reported in Part II.

Notes.

1. Paragraphs 2 to 7 should describe not only the damage caused in the current raid, but also action taken to repair damage both of current and or previous Raids.

2. When a matter has been reported in paragraphs 2 to 7 of Part I, it should not be repeated in Part II unless this is necessary to complete the description in paragraph 8. (A reference to the relevant paragraph in Part I will suffice.)

3. Part III should be confined to additional information and corrections relating to matters reported in Part II of a previous report.

4. If there are gas casualties, they should be shown under the appropriate heading of paragraph 9, with the number due to gas only in brackets under each heading.

5. Information under paragraph 7 should be based only on first hand information from trustworthy observers who know the area and its inhabitants well.

6. When there is no information available under any heading the paragraph number will be omitted, but the numbering of the remaining paragraphs will be the same as in the form of report.

This postal report should be followed by continuation reports each 3 or 4 days, until the situation has cleared up.

3. A review by the Provincial Government of these reports for the Province should please be sent by telegram if urgent, or otherwise by post weekly.

4. Publication of news is being considered, and will be the subject of a further enquiry.

(Sd.) C. J. TOYNE, *Major*,
for *Director General, Civil Defence Department.*

GIPD—M277 CDD—2-1-42—1,500.

W.H.A. #1-2.

No 1767/W -
with Enes.

17th February 1942.

xxxxxxxxxxx M.G. MEHKRI ESQ., B.A.,LL.B.,

The Inspector-General of Police in Mysore.

A.R.P. Training and Operations Circulars.

I am directed to forward for information five copies of Training and Operations Circulars, Nos. 1 - 11, received from the Residency, and to state that copies of Circular No.13 referred to in Circular No.6 will be forwarded as soon as they are received fromthe Residency.

I have the honour to be,

Sir,

Your most obedient servant,

For Chief Secretary to Government.

W 44-41-3

1224/W.

The reply to this communication should be addressed to the Secretary to the Resident in Mysore, Bangalore, by designation and not by name.

No. F.3(3)-42/W

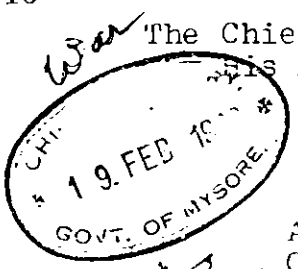
FROM

THE SECRETARY
TO THE HON'BLE THE RESIDENT IN MYSORE.

To

The Chief Secretary to the Government of
His Highness the Maharaja of Mysore,
Bangalore.

Dated Bangalore, the 18th February *1942*



A.R.P. - Training and Operations Circulars.

SIR,

In continuation of my letter No.F.3(3)-42/W, dated the 16th February 1942, I am directed to forward 6 copies of Training and Operations Circulars Nos.12, 13 and 14.

I have the honour to be,
Sir,
Your most obedient servant,

for SECRETARY TO THE RESIDENT

KRG

VN

GOVERNMENT OF INDIA.

CIVIL DEFENCE DEPARTMENT.

TRAINING AND OPERATIONS CIRCULAR NO. 12.

MUTUAL ASSISTANCE.

General Note.

Reinforcement.—It is realized that in India extensive reinforcement at great distances may be impossible, and that the expected frequency and severity of raids may make it very seldom necessary.

The static services, wardens, street fire parties, F. A. posts etc., would never be called upon to move out of their own areas, and are being recruited on that assumption.

But Fire Brigades, Rescue Parties, Mobile Casualty services etc., which will mostly be paid regular employees may well be required to reinforce, *e.g.*, one part of Calcutta from another, or Lahore Cantonment from Lahore City and *vice versa*.

The following notes have been shown by experience in England to be required for reinforcement there, and the N. W. exercise showed that some similar organization was necessary in India.

They have been written to deal with complicated situations and can of course be simplified for simpler ones. But the matter should not be lost sight of in training.

Introductory.

1. When extensive damage has occurred in a town or part of a town it may be that the mobile A. R. P. Services allotted to the area are insufficient to cope with the situation and require reinforcement. Assistance may be needed quickly, particularly, in the case of fire or, possibly after several hours have elapsed when it is required for the relief of exhausted personnel on the spot. Unless arrangements for providing reinforcement are worked out in considerable detail beforehand by the several authorities concerned and are constantly practised confusion and delay will result.

2. Plans should provide for the reinforcement of—

(a) one report centre area by services drawn from other report centre areas not so badly hit (when a control centre has several report centres in its area);

(b) a civil A. R. P. area by a nearby military P. A. D. area and *vice versa*;

(c) one town by another town in the same province;

(d) one town in one province by a town in another province.

(c) and (d) above will only be possible when the conditions of service of the personnel allow or they volunteer for other duty. The distance which may have to be travelled by road will also be a deciding factor when deciding between which towns mutual assistance arrangements can be made.

3. Since under any scheme for mutual assistance personnel will necessarily move outside their own areas it is obviously essential that the arrangements should be standardised, and that any signs used for marking starting points, Dispersal Points, guides, etc., should be uniform, in each of the areas between which schemes for mutual assistance are in force.

4. Effective liaison is an integral part of the Civil Defence System and it is vital to the efficient working of reinforcement schemes that the various civil defence services should, when dealing with particular emergencies, keep one another fully informed of the action being taken.

Liaison in times of stress will be facilitated if steps have been taken beforehand to establish a close relationship between the various services and to cultivate an understanding by each of the manner in which its own activities will affect or bear upon those of the others.

5. When a bomb falls on or near the common boundary of two authorities, *e.g.*, between at Civil A. R. P. area and a military P. A. D. area, the question may arise as to which authority should provide parties to deal with the incident. Wardens should report at once to the Report Centre in the usual way, and it will be for the local controllers concerned, immediately on receipt of the wardens reports, to arrange direct with each other who is to provide the necessary parties or how the work is to be shared.

6. In the following paragraphs the provision of mutual assistance by mobile A. R. P. Services is discussed. So far as is possible it is considered by itself consistently with, but distinct from, the germane problems of action and control at the incident.

It is appreciated that conditions vary in each province and that the manner in which the guidance here given can be translated into action must be determined by each provincial Government. In addition the degree of application of the principles will vary in each of the cases mentioned in para. 2 above.

7. *Nomenclature.*—Careful adherence to a standard terminology is essential for the purpose of preventing ambiguity in the transmission and handling of messages. The terms given below should be generally adopted and all personnel familiarised with them :—

From	To	Name of Move.
Depot or Station . .	Starting point . .	Concentration.
Starting point . .	Dispersal point . .	Outward Move.
Dispersal point . .	Incident . . .	Deployment.
Incident . . .	Re-assembly point . .	Re-assembly.
Re-assembly point .	Home Depot or Station .	Return Move.

Remarks.—A diagram of the various "Moves" etc., is attached (Annexure A).

8. In order to avoid confusion the term Dispersal Point should only be used in connection with the provision of reinforcement from one area to another.

The place appointed by an Incident Officer to which A. R. P. Services are to proceed should be called the "Assembly Point".

9. Such terms as "Meeting Point" are ambiguous and might refer either to the starting point or the Dispersal Point.

10. *Local Responsibility.*—It is essential that assistance should not be asked for until an authority is satisfied that the damage is beyond the powers of the local resources available. The possibility of obtaining reinforcement must never be an excuse for failure to make full use of local resources since unnecessary calls upon outside resources may lead to serious disorganization during subsequent raids.

It follows from this that when an appeal for assistance is received it must be assumed that it is urgently required.

11. Appeals for reinforcements should be made by a report centre to the control centre and by the control centre of one town to the control centre of another or to the P. A. D. control room as the case may be.

12. *The Reinforcement Reserve.*—The units allocated or available as reinforcement will be known as the reserve. It is desirable that this reserve should not normally exceed $\frac{1}{3}$ of the total resources in each service so that a sufficient number of services may be available should a further raid occur whilst the reserves are away from their home station. The strength of this reserve should be known to all the authorities with whom mutual assistance arrangements are made.

The above will not apply to an area with more than one report centre since the control centre will have to allocate the total services at its disposal to the best advantage throughout its area.

13. Reserves should, of course, be used locally if necessary, but the Control Centres with which mutual assistance arrangements have been made should be informed so that the Controllers are aware that no reinforcements are available from that source.

14. *Selection of Starting Points and Dispersal Points.*

General.—(a) Starting Points and Dispersal Points should be reconnoitred, selected, listed, given names and numbers and plotted on maps before the necessity for their use arises. All drivers should have a copy of the list and records should be kept at all appropriate centres, *e.g.*, control and report centres, depots and wardens posts.

(b) Those who are likely to use these points should examine them and their approaches by night and by day.

(c) It will often be found that some points will serve equally well for Dispersal Points as for Starting Points according to whether the assistance is being received or despatched. Where this is so an appropriate note should be made on the records.

(d) These preliminary measures do not tie the hands of Officers who order moves or handle reinforcements. They encourage the study of routes time and space problems and local risks and give practice to staffs and personnel in varying conditions.

(e) Careful choice of these points, both during exercises and actual operations, will largely determine the success of reinforcements. Their selection should be discussed with the military, police and fire authorities so as to ensure, as far as possible, that the movements of the various services will not hinder on another.

(f) WHILE THE NUMBER AND SELECTION OF STARTING POINTS AND DISPERSAL POINTS IS AN IMPORTANT PREPARATION THERE CAN BE NO RIGIDITY IN ADHERING TO THE LIST IN A GIVEN EMERGENCY AND UNDER RAID CONDITIONS BOTH POINTS MUST BE CAREFULLY CHOSEN IN THE LIGHT OF ALL AVAILABLE INFORMATION.

15. *The Starting Point.*—(a) The starting point will be a suitable place at which vehicles and personnel can be checked by an officer (Starting Point Officer, see Annexure B) who knows—

(i) What reinforcements have been ordered from the area;

(ii) The Dispersal Point;

(iii) What route has been chosen and the latest information as to its condition;

(iv) Whether recent reports have made it necessary to cancel or divert the move.

Hence the starting point should, when possible, be near a telephone. It is suggested that a list of the telephone numbers of public or private telephones which might be of use at suitable Starting Points and Dispersal Points should be made and given to the Posts and Telegraphs Department for inclusion among those which are not to be disconnected in a raid in places where arrangements for the disconnection of certain telephones have been made.

It will be convenient if the starting point can be selected near a wardens post in view of its facilities for communication.

(b) The starting point must be a place where a traffic block will not easily be caused.

(c) The starting point should not be a place which is a likely target.

(d) It must be distinctively marked for the occasion and its marking known to all personnel, *e.g.*,

By day . . .	a green flag . .	24" long × 18" wide.
By night . .	2 green lamps . .	placed side by side and suitably shaded.

The vicinity of a well-known building or other land-mark will be of advantage if it satisfies the other conditions mentioned above.

(e) There will be occasions on which vehicles can proceed from their depots or stations direct to the Dispersal Points; in this case the depot will be the Starting Point. This course is advisable when the move is only a short one and when the vehicles will move independently and not in detachments or in convoy. It is particularly suited to the reinforcement of a report centre area by services from another report centre area operating under the orders of the same control centre and to the reinforcement of a nearby cantonment.

At other times, however, it will be found desirable that the vehicles should move off from a common Starting Point and more than one such Starting Point may be needed where considerable reinforcements are being moved from places widely separated.

16. *Dispersal Point.*—(a) The Dispersal Point is the point at which the responsibility for the deployment and handling of the work of reinforcement passes from the despatching authority to the receiving authority.

(b) Conditions similar to those indicated for Starting Points govern the selection of Dispersal Points. The latter will be a suitable place at which vehicles and personnel can be met and checked by a responsible officer of the receiving authority (The Dispersal Point Officer, see Annexure C.) who knows:—

(i) What reinforcements are arriving;

(ii) The location of the incidents and the number and type of parties to be sent to each;

(iii) The route to each incident.

(c) The Dispersal Point should permit the marshalling of vehicles without either crowding or giving a dense target to aircraft or having to reverse in narrow side roads. The selection of a site just short of a loop road facilitates reversal of direction if this is necessary. It should provide the best available road communications with the various parts of the locality to be served.

(d) If possible lavatories should be provided at the Dispersal Point.

(e) The Dispersal Point must be distinctively marked for the occasion, *e.g.*:—

By day . . .	a light blue flag. .	24" × 18" wide.
By night . .	2 blue lamps . .	placed side by side and suitably shaded.

(f) When deciding upon the Dispersal Point to be used on a particular occasion it should be remembered that—

(i) The Dispersal Point most conveniently sited to the scene of the incident should usually be chosen.

(ii) It is essential not to have a Dispersal Point too close to the damage. If it is a good distance variations in the final stages of the route to the incidents can be more easily made in the light of information obtainable on the spot by the Dispersal Point Officer.

(iii) When the scene of an incident is a well-known spot and the roads leading to it are open, it will not normally be necessary to use any Dispersal Point, and the reinforcing parties may be ordered to go direct to the incident. At the same time, a good maxim is "When in doubt use a Dispersal Point".

(iv) Where reinforcements are ordered from a number of areas widely separated more than one Dispersal Point may have to be chosen. Consideration will also have to be given in large and vulnerable areas to the desirability of fixing not only a main Dispersal Point at which reinforcements will so assemble, but also local Dispersal Points from which they can be more conveniently deployed.

(v) On occasions it may be best that reinforcements should be moved from the Dispersal Point to depots and deployed from there. This procedure would have the advantages that the resources would be deployed from depots where there are appropriate administrative arrangements; the personnel could be fed there, the provision of guides to incidents would be facilitated and reinforcements would be more effectively at the disposal of the controller. On many occasions the use of a depot or another intermediate Dispersal Point, between the main Dispersal Point and the incident may be found to involve delay. In other cases particularly in large and complicated movements it may be essential to efficiency.

(g) It is essential for the smooth working of the Dispersal Point and the subsequent Deployment that an adequate number of guides are present at the Dispersal Point. The action of guides is discussed in Appendix D

REQUEST FOR ASSISTANCE.

17. *Action by the Controller of an Area receiving assistance.*—As soon as it becomes probable that assistance will be required, the Controller should warn the Controller of the area from which assistance is to be despatched that reinforcements will probably be required, giving an estimate of the number of each type of party he may need and suggesting, if possible, a Dispersal Point. He will appoint a Dispersal Point Officer, allot to him a sufficient number of guides (see Annexure D) and messengers and give him a copy of his warning message to the despatching Controller.

18. When it has been finally decided that reinforcements are required, the receiving Controller will—

(a) Select the Dispersal Point. One of the pre-selected Dispersal Points may be chosen or some other suitable place (see para. No. 14 above);

(b) Send a message to the despatching controller asking for reinforcements. The message should include—

(i) Number of each type of service required,

(ii) If possible a description of the incident or incidents for which required. This information should always be given when a report centre asks the control centre for assistance so that services may proceed direct to the incident if they are not met at the Dispersal Point (if one has been appointed) for any reason. It should be given, if possible, in other cases also for the same reason.

(iii) Description of the Dispersal Point.

(iv) Where the Officer-in-Charge (Conducting Officer, see Annexure E.) of the reinforcements should report; this will not apply when a report centre is being reinforced;

(v) Route to be followed from the boundary of the receiving Controller's area to the Dispersal Point.

(vi) Road Blocks affecting the move.

(c) Give final instructions to the Dispersal Point Officer which will include—

(i) A copy of the message sent to the despatching Controller;

(ii) A list of the incidents if possible;

(iii) Allocation of services to each incident, if possible.

(iv) Available information regarding road blocks on roads from the Dispersal Point to the incident or incidents.

19. *Action by the Controller Despatching Assistance.*—On receipt of the warning message that assistance may be required he will—

(a) Decide from which depots parties are to be sent;

(b) Decide the starting point or points;

(c) Send a warning message to the depot or report centre, (if there is more than one report centre in the area), with a copy to the conducting officer [see sub-para. (d) below] stating:—

(i) Number and type of parties probably required;

(ii) Incident or incidents;

(iii) town or cantonment;

(iv) probable Starting Point;

(v) probable Dispersal Point;

(vi) probable route to the Dispersal Point;

(vii) any administrative instructions necessary.

(d) Appoint, if necessary, the conducting officer This will not be necessary when a report centre is being reinforced. If possible the conducting officer should be allotted a motorcycle despatch rider and an orderly.

(e) Appoint, if necessary, a Starting Point Officer. When reinforcements are being sent to a report centre, the depot will normally be the starting point and the Depot Superintendent will act as a Starting Point Officer.

20. On receipt of the message definitely requesting assistance he will—

(a) send a message to the depot or report centre to the effect that the warning message should be acted upon and making any necessary alterations regarding starting point, Dispersal Point, etc., giving any information regarding road blocks which may be available and stating the name of the starting point officer and of the conducting officer, if any. He should also state the headquarters in the damaged area where the conducting Officer may be found.

(b) issue final orders to the starting point and conducting officers.

(c) inform the receiving controller of the number and type of parties despatched.

The Move.

21. *Responsibility for personnel and equipment.*—The reinforcing controller is responsible for the move up to, but excluding the Dispersal Point, while the controller requiring reinforcements is responsible for their deployment from the Dispersal Point, their handling, their maintenance after the first 12 hours and their re-assembly.

22. Reinforcements proceeding a considerable distance should be supplied by the despatching authority with rations sufficient for 12 hours' absence and with one blanket per person if climatic conditions necessitate. The provision of rations, etc., will not be necessary when report centres in one controller's area are being reinforced and will seldom be necessary when a nearby cantonment is being reinforced. The depot superintendent is responsible for seeing that each vehicle is properly provided in these respects and that all drivers report to him, that they are provided with rations, water, blanket, petrol and oil before starting on the outward move.

23. The names of personnel and the registered numbers of vehicles taking part in a move must be known at the home depot and station and to the senior officer of each service in the detachments with which they are travelling. The permanent records maintained by the depot superintendents, senior officers and leaders of parties will normally provide this information and a roll call at the depot to see that all are present is generally all that is necessary.

24. The senior officer travelling with each service is responsible that the equipment of personnel taken on the move is returned to its proper depot.

Concentration.

25. The Depot Superintendent, before despatching reinforcements will issue executive orders for the move to the leaders of parties on the following points: it is advisable that the orders should be in writing and a standard form might well be used:—

(a) Starting Point (if this is not the Depot itself).

(b) The name of Starting Point Officer.

(c) Route to the Starting Point.

(d) The Dispersal Point.

(e) Route to Dispersal Point from the Starting Point.

(f) Any available information regarding blocked roads, etc.

(g) The location of the incident to which the party is being sent (this should be known when a Report Centre area is being reinforced but may not be in other cases).

(h) The name of the conducting officer and his headquarters in the damaged area; this will usually be the Control Centre.

26. Leaders of parties will pass these orders on to their men and in particular will inform drivers of their vehicles of the starting point and Dispersal Point and the routes to them.

27. Vehicles should not approach the starting point at speed and drivers should be on the lookout for the flags or lamps marking it.

Outward move to the Dispersal Point.

28. Vehicles can be moved in single convoy, in small detachments or independently. Large dense convoys are vulnerable from the air and difficult to keep together. Convoy is not a suitable method for moving A. R. P. resources.

For short distances it is normally advisable for vehicles to move independently particularly when reinforcing a Report Centre area or a nearby cantonment. Otherwise reinforcements should be moved in small detachments of about 8 vehicles each, each consisting as far as possible of the same class of vehicle.

29. Leading vehicles of the detachment should gather speed slowly after a halt or check so as to prevent the rear vehicles of the detachment from becoming lost. A slight delay so entailed is worth while even on urgent journeys. A blue torch should be carried in each vehicle and used to enable touch to be kept between vehicles.

30. In arranging the order in which vehicles should proceed in a move, two important factors are their speed and the urgency of the duties they will have to perform. For example, if a majority of the casualties were in or near buildings, it is possible that the reinforcing First Aid parties would be unable to work to the best advantage until structural reconnaissance had been made and the work of the rescue parties had begun. If, therefore, the rescue parties were in slow vehicles it would be expedient to call them up first and give them an early start; those in faster cars with less immediate duties would follow at intervals designed to ensure that they would reach the damaged area in the order in which they were likely

to be required. Despatch riders or Police escorts on motor cycles, if available, would be a valuable adjunct to any move particularly at night or under conditions of special difficulty. A vehicle which is delayed by traffic lights, intervention of other traffic, or lack of speed must not be allowed to hold up other vehicles which are able to go on. Where a despatch rider is available to bring up the rear, he should inform the leader of the detachment if any vehicle breaks down and if ordered to do so, he will take steps to secure its replacement. Where there is no despatch rider for this work, the report of the break down should be handed *in writing* to the Police or Wardens at the nearest point for transmission to the reinforcing authority.

31. A vehicle sent to replace a break down should be sent complete with personnel and equipment.

32. On night moves vehicle lights should be extinguished at halts so far as is practicable but unless cars are parked off the road sufficient lights should be left on to indicate the halt to other traffic. Drivers' mirrors should not be directed skyward.

33. Vehicles must on no account proceed too close together. There should be intervals of at least three vehicles length between them. When halted they should be at least one length apart except when parked off the road way.

Deployment.

34. Vehicles should not approach the Dispersal Point at speed and drivers should be on the lookout for the blue flag or lamps marking it.

35. The Dispersal Point Officer assisted by the conducting officer and guides is responsible for the deployment and leaders of the detachments, senior officers of services or leaders of parties as the case may be will report to the Dispersal Point Officer for orders on arrival. Personnel should not dismount from their vehicles without the permission of their leaders.

36. Vehicles which are being moved in small detachments from the Dispersal Point to incidents must accelerate slowly to avoid losing touch, Guides must not be allowed to proceed too quickly for the same reason.

37. If possible reinforcements should be told by the Dispersal Point Officer the location of the headquarters where they should report for instructions regarding food and accommodation. This will normally be the headquarters where the conducting officer is to be found and will usually be the Control Centre.

Re-Assembly and Return.

38. The various detachments will not in general be returning together. The Dispersal Point, which they already know, will often serve as the Re-Assembling Point. Though parties can return home when their work is finished and permission to do so has been given by the Receiving Controller, the Officer at the re-assembling point must be in a position to know what personnel and vehicles have returned and which are still at work in the area.

39. Blankets and equipment should be checked on the re-assembling point before the return move.

40. As parties return to their home depots their arrival must be reported to the authority who ordered their movement. This report should contain information as to their state, *e.g.*, whether there are any casualties, whether the personnel want resting and when they are likely to be again available for duty.

41. A prompt report should be made of any equipment that requires to be replaced.

42. *Arrangements with Private A. R. P. Organisations.*—The A. R. P. Services maintained by Port Trusts, Civil Aerodromes, Factories and other similar large undertakings are a valuable addition to the Public A. R. P.

Services of an area. But, whilst the public services are bound to go to the assistance of any undertaking which is unable to deal with a particular situation with its own resources, the reverse is not the case. It is considered, however, that few undertakings would refuse to assist the town in which they are located if the need arose.

43. It is hoped, therefore, that it will be possible to make arrangements with the several managements concerned for a proportion of their services to be used in an emergency as reinforcements to the A. R. P. Services of the town provided that they do not require them themselves. It is advisable to obtain consent for the use of a definite number of parties, etc., so that the Control Centre may be in a position to gauge exactly the amount of reinforcements available from these sources.

44. The A. R. P. Services of such undertakings should be released from duty at the earliest possible moment so that, work in the undertaking to which they belong is not held up more than is absolutely necessary.

Training.

45. Exercises in reinforcement are a vital preparation for active operations.

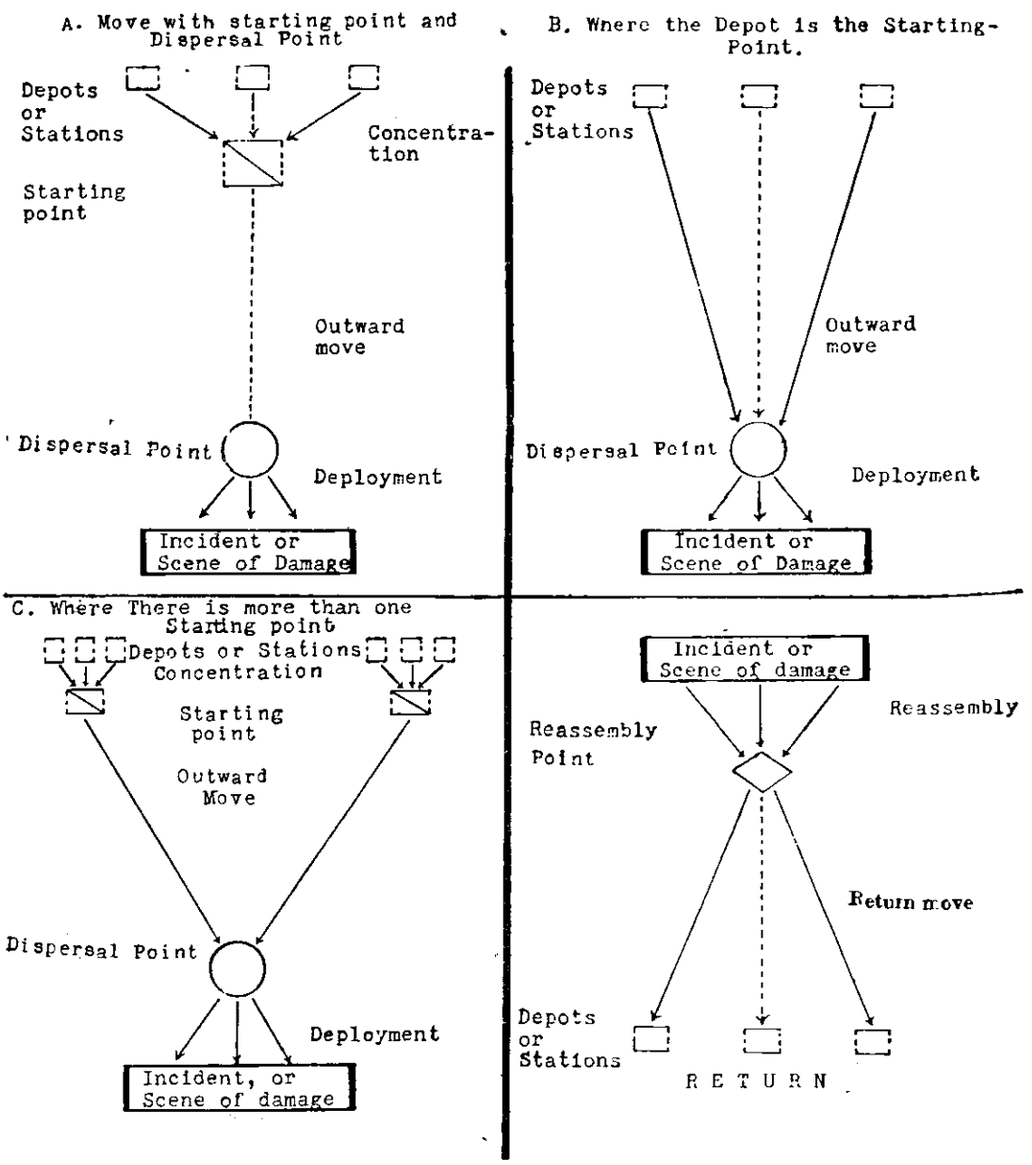
46. Facilities should also be provided for the training of personnel in map reading, and for making them familiar both by day and night with local features and land-marks which will help them on routes likely to be used. Such training need not entail an undue consumption of petrol, and apart from the contribution it makes to the efficiency of personnel, it is a valuable way of maintaining their morale by keeping them occupied during periods of inactivity especially after the time of a preliminary warning of an emergency and paid personnel, when authorised, are permanently located in Depots.

47. All those who will be employed as guides for the deployment of reinforcing parties should receive special training for these duties.

ANNEXURE—A.

Reinforcement of A. R. P. Services.

Diagrams of the Moves.



Note :—On occasion a local Dispersal Point or action depot may be interposed between the main Dispersal Point and the incident.

ANNEXURE B.

The Starting Point Officer.—The Starting Point Officer will—

1. wear a white brassard bearing the letters S. P. in black,
2. Be at the Starting Point well before vehicles arrive.
3. Mark the Starting Point with a flag or lamps.
4. Arrange for communication between himself and the Control Centre, if possible by telephone, if not by messenger. The nearest warden's post can generally assist in this respect.
5. Issue instructions to the guides.
6. Ensure that all drivers, and not only leaders of detachments know the Dispersal Point and the route, and if possible the incidents to which they are to proceed from the Dispersal Point.
7. See that the lights of all halted vehicles with the exception of the leading and rear vehicle are extinguished.
8. Give the executive order to drivers or leaders of detachments to move of.
9. Prevent any unnecessary delay at the Starting Point.
10. Report to the Control Centre when all the Services have been despatched.

ANNEXURE C.

The Dispersal Point Officer.

1. Those who are likely to act as Dispersal Point Officers, should, before the emergency arises, examine pre-selected Dispersal Points and their approaches by night and by day, and have plans ready for their use.

2. He will wear a white brassard bearing the letter D. P. O. in black.

3. Before leaving the Control Room, the Dispersal Point Officer must be sure—

(a) that he understands his instructions, and that they include a list of the services which have been demanded, a statement of their allocation to incidents and all available information regarding road blocks from the Dispersal Point to the incident.

(b) that he has the necessary staff of guides and equipment for marking the Dispersal Point,

(c) he must decide tentatively where his headquarters will be, so that the Control Centre will know where to communicate with him.

4. He must be at the Dispersal Point well in advance of the arrival of the reinforcements.

5. On arrival at the Dispersal Point, he must—

(a) arrange for a reconnaissance of the routes to the incidents or other places to which reinforcements are to proceed,

(b) set up his headquarters, if possible, near a telephone. A warden's post will generally be a suitable place. In any case, he must get into touch with the Control Centre so that any alterations of the allocation of services, etc., may be communicated to him.

(c) Make his plans for the marshalling and deployment of vehicles, and explain them to his assistants.

(d) Post guides by the flag or lamps to stop vehicles and direct the leaders of the party to him.

(e) Post guides at all difficult points of the route from the Dispersal Point to the place services have to proceed.

6. On arrival of the reinforcements, he will assume responsibility for them on behalf of his Controller, but should consult the Conducting Officer as to the selection, on grounds of personalities and/or equipment, of the parties to be sent to particular incidents.

7. There must be no piling up of vehicles at the Dispersal Point while personnel await orders.

8 Traffic must be carefully marshalled, so that vehicles may be dispatched expeditiously to the area.

9. White traffic control sleeves aid the marshalling of vehicles on dark nights, and also by day when there are many persons moving about giving and receiving orders. The fullest use of the Police, if they are available, should be made for traffic control, and they or any other traffic marshalls must be in close touch with the Dispersal Point Officer, who knows where the parties are required.

Vehicles should generally be parked by services, *e.g.*; Ambulances at one place, Rescue Parties at another, etc., but large blocks of vehicles should be avoided to minimise the effects of a bomb falling in the vicinity.

10. Discipline at the Dispersal Point is important to prevent hampering other vehicles or persons in control, the Dispersal Point Officer should see that drivers and personnel remain by their vehicles until ordered to proceed.

11. If, for any reason neither the Conducting Officer nor the Dispersal Point Officer is able to meet the reinforcements, the necessary orders should be conveyed by guides each of whom has specific instructions to conduct a specified party or parties to a particular place where they are required.

ANNEXURE D.

1. *Guides.*—Guides will be required—

(a) to direct vehicles from an assembly point (appointed by an Incident Officer, see para. 8 of the Circular) to an incident or incidents.

(b) At Starting Points and Dispersal Points to—

(i) To make himself conspicuous and stop all vehicles as they arrive.

(ii) To direct vehicles to their parking places preparatory to movement.

(iii) Direct or conduct vehicles to the place they are to go by the surest and quickest route.

(c) At difficult points on the route from the Dispersal Point to the places they have to proceed in order to prevent vehicles taking a wrong turning.

(d) In addition to the above, guides will be required to direct Ambulances and cars not only to the incident, but from incident to Hospital, First Aid Posts, etc., and back from one scene of damage to another.

2. They will wear a light blue brassard bearing the letter G. in Black.

3. Whilst functions (a) and (d) above will normally be carried out by Wardens, trained guides who may be Wardens should be available for the functions under (b) and (c).

If the existing Wardens are insufficient, an endeavour must be made to provide guides in some other way, *e.g.*, by enrolment of unpaid part-time volunteers, who while they are unable to undertake all the responsibilities of an Air Raid Warden, are willing to act as guides on the occurrence of an Air Raid. For the purposes of training and control; they should be attached to the Warden's Service. The Police will seldom be able to undertake this duty.

4. It is essential that guides should arrive at the starting point and Dispersal Point before the services and, therefore, they should be located at Control and Report Centres, Warden's Posts, First Air Posts. Depots, or other suitable places which are as close as possible to the pre-selected Starting Points or Dispersal Point, and where the Control Centre can communicate with them speedily by telephone or messenger.

In order to obviate services arriving at a starting point or Dispersal Point without being met, a guide should be sent out as soon as it has been decided to use any particular point without waiting for further information. The guides' detailed instructions should be sent to him as soon as they are available, and he should be told that this will be done. (see para. 7 below). If they do not arrive in time he must direct services after scrutiny of the written instructions which each leader should have.

5. Guides should be instructed to report to their post on hearing a public warning signal.

6. Each post to which guides are attached, should be provided with a map showing all the streets of the area, at least two guide flags, two sets of hurricane lamps, torches, brassards and copies of the local instructions for guides. On the map should be marked the pre-selected starting points and Dispersal Points.

7. Guides work under the orders of the Starting Point Officer, and the Dispersal Points Officer. In their absence, the senior guide should take charge and carry on as best he can.

8 The guide detailed to stop all vehicles as they arrive, should be posted where the flag or lamps have been set up to mark the point, and

should not leave his post until he is reasonably certain that all the parties have arrived. He will require an assistant to keep a check of arrivals against the list of parties dispatched. [See para. 9 (b) below]. If he has not for any reason received the information, he should list the vehicles as they arrive, and know where he has despatched each of them.

9. Guides should be given the following minimum information :—

(a) The Starting Point/Dispersal Point.

(b) The number of parties of each of the services he has to meet.

(c) The Dispersal Point/the location of the incidents, and the number and type of parties to be sent to each spot.

(d) Road blocks between a Starting Point and Dispersal Point/ between a Dispersal Point and the incident.

IF GUIDES ARE NOT GIVEN THIS INFORMATION, THEY MUST ASK FOR IT.

10. Leaders of parties should have been provided with written orders (see para. 25 of the Circular). In order to prevent errors in the dispatch of parties, guides should inspect their orders and guide the parties in ac ance with them.

11. Guides will not dismiss without permission first having obtained from the Starting Point or Dispersal Point Officer, or in absence from the Control Centre.

ANNEXURE E.

The Conducting Officer.

1. The personnel of each service will be under the immediate command of the senior member of that Service in the detachment with which they travel. When it is a substantial move, an officer in general charge of all reinforcements called the Conducting Officer should be appointed and may be sent ahead to the damaged area.

2. He will wear a white brassard bearing the letter C. in black.

3. He will be given the fullest instructions that circumstances permit, and should be told the composition of the reinforcements, any relevant details concerning, them, and any plans that it may have been possible to make for their feeding, quartering and relief. If possible, he should take a motorcycle dispatch rider and an orderly with him, when he goes ahead. If desired, officers of the reinforcing Controllers A. R. P. Services may accompany him.

4. Unless the Police have been able to reconnoitre the route, this will be the Conducting Officer's first task. If necessary, he can send his dispatch rider to the Starting Point or to the Control Centre of the reinforcing Controller to report any important change of route decided upon as the result of his reconnaissance. Similarly the dispatch rider can go back to intercept and divert the reinforcements, if they have already left the Starting Point.

5. Where no Conducting Officer is appointed, his responsibilities on the outward move will be assumed by the senior officer present.

6. When he arrives at the damaged area, the Conducting Officer will report in accordance with his instructions and will give concise information to the Controller about the units due to arrive from his area. He will find out the general task to be undertaken by the reinforcements, and any plans that may have been made at the receiving end for their feeding and housing, if required.

7. It may sometimes be necessary to billet re-inforcements outside the damaged area, and the Conducting Officer will have to give effect to the arrangements made by the receiving Controller.

8. Should it so happen that no arrangements have been made by the receiving Controller for the reception and deployment of the reinforcements at the Dispersal Point, the Conducting Officer will have to formulate his plans as best he can.

9. The Conducting Officer may also be able to smooth the working of the operations by—

(a) The supervision of his resources in a particular sector, at the request of the receiving authority

(b) Supervising and assisting his resources generally.

(c) Keeping the reinforcing authority in touch with the situation as and when necessary

GIPD —L295CDD—16-1-42 —2,000

GOVERNMENT OF INDIA
CIVIL DEFENCE DEPARTMENT.

TRAINING & OPERATIONS CIRCULAR No. 14.

The Government of India have authorised the mobilisation of A.R.P. workers in certain parts of India; whilst in the remaining provinces, the A.R.P. services have been called up for 3 months' training in the first instance

When team training has been completed, and during the period of combined training, it is recommended, as a matter of policy, that an endeavour should be made to make the A.R.P. services, especially the paid workers, more closely related and capable of mutual support by an interchange of training. This will tend to the ideal of a composite and versatile force possessing that flexibility which will enable the appropriate strength to be applied in the right proportions where it is most required. At the present time first aid party personnel cannot act as a reinforcement to the rescue parties because they lack the necessary training. Similarly the Decontamination Service will prove inadequate on the present authorised establishments. It is therefore of primary importance to have some reserves available and this can be accomplished by training a proportion of Rescue Personnel in decontamination.

The ideal is to have a composite force which is fully trained in First Aid, Rescue and Decontamination.

NS

No 1870/W

with Encs

24th February 1942.

xxxxxxxxxxxx M.G. MEHKRI ESQ., B.A.,LL.B.,

The Inspector-General of Police in Mysore.

A.R.P. Training and Operations Circulars.

In continuation of this office letter No.1767/W. dated the 17th February 1942 on the above subject, I am directed to forward five copies of Training and Operations Circulars Nos.12, 13 and 14, since received from the Residency.

I have the honour to be,

Sir,

Your most obedient servant,

For Chief Secretary to Government.

W 44-41-5

1290/W

The reply to this communication should be addressed to the Secretary to the Resident in Mysore, Bangalore, by designation and not by name.

No. F.3(3)-42/W.

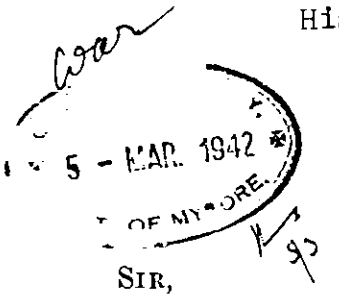
FROM

THE SECRETARY
TO THE HON'BLE THE RESIDENT IN MYSORE.

To

The Chief Secretary to the Government of
His Highness the Maharaja of Mysore, Bangalore.

Dated Bangalore, the 5th March *1942*



A.R.P. - TRAINING AND OPERATIONS CIRCULARS.

SIR,

In continuation of my letter No.F.3(3)-42/W, dated the 18th February 1942, I am directed to forward 6 copies of Training and Operations Circular No.16.

I have the honour to be,
Sir,
Your most obedient servant,

for SECRETARY TO THE RESIDENT

ICH.

GOVERNMENT OF INDIA.

CIVIL DEFENCE DEPARTMENT.

TRAINING AND OPERATIONS CIRCULAR NO: 16.

WEARING OF WAR RESPIRATORS IN THE PRESENCE OF AMMONIA.

There is reason to believe that the fact that Civilian Duty Respirators are not designed to give protection against ammonia is not always fully appreciated, and as the use of these respirators in concentrations of ammonia may give rise to serious danger, the following additional information on the subject is given:-

It has been established that these respirators give a certain degree of protection against immediate danger from ammonia; that when they are worn subsequently the ammonia is liberated from the container in concentrations which might give rise to serious discomfort or even danger. This effect is produced even when gas free air is drawn through the container, but if it should occur in the presence of a War gas, the wearer is completely, deprived of protection. He will be unable to wear the respirator because of the ammonia given off as he breathes through the container, and so will be exposed to the full effects of the War gas.

War respirators should not, therefore, be relied on for protection against ammonia but if in emergency they have to be worn while escaping from an area seriously affected by ammonia, fresh containers should be substituted as soon as possible for the old ones.

1942 16.

No. 1931/W -1- Encs 3.

6th March 1942.

The Inspector-General of Police in Mysore.

A.R.P. - Training and Operations Circulars.

In continuation of this office letter No.1870/W dated the 24th February 1942 on the above subject, I am directed to forward for information five copies of Training and Operations Circular No.16, since received from the Residency.

I have the honour to be,
Sir,
Your most obedient servant,

For Chief Secretary to Government.

IW 44-41-4.

The reply to this communication should be addressed to the Secretary to the Resident in Mysore, Bangalore, by designation and not by name.

No. F.3(3)-42/W. 1352/W.

FROM

THE SECRETARY
TO THE HON'BLE THE RESIDENT IN MYSORE.

To

The Chief Secretary to the Government of
His Highness the Maharaja of Mysore, Bangalore

Dated Bangalore, the 16th March *1942*

A.R.P. - TRAINING AND OPERATIONS CIRCULARS.

SIR,

In continuation of my letter No.F.3(3)-42/W, dated the 5th March 1942, I am directed to forward 6 copies of Training and Operations Circular No.17.

I have the honour to be,
Sir,
Your most obedient servant,

for ~~SECRETARY~~ TO THE RESIDENT.

ICN.

GOVERNMENT OF INDIA
CIVIL DEFENCE DEPARTMENT

TRAINING AND OPERATIONS CIRCULAR NO.17.

(The information contained in this circular is taken from Home Security, Circular No.138/1941.)

Safety Precautions in an Area Contaminated by a Blister Gas Bomb.

I. Blister Gas Bomb falling in a Street.

For the purpose of this Memorandum it is assumed that blister gas will be dropped in 50 kilo bombs. If one of these falls in a roadway it will heavily splash an area of some 12 yards diameter which is estimated to cover 120 square yards. Downwind, for a distance of less than 100 yards, the area will be lightly contaminated with droplets. The heavily splashed area will give off vapour and remain dangerous until decontaminated. A day's weathering should suffice to free the area on which the droplets have fallen.

The street should be roped off to prevent public access and "Danger - Gas" boards should be exhibited approximately 100 yards from the point of burst. Where the wind is blowing steadily in one direction the distance upwind may be reduced to 50 yards. It should be remembered that, particularly where there is a crosswind, the danger area will extend up side streets. People should be warned against lingering at the barriers, especially during the heat of the day.

The houses on either side of the road, within 35 yards of the burst, should be evacuated and the inhabitants should, if possible, leave through the back entrances. Before doing so they should close all doors and windows at the front of the house as tightly as possible. Houses further down the road for the next 65 yards need not be evacuated, provided they are in good condition, but at first inhabitants should endeavour to enter or leave by the back entrances. They too should seal up the front of the house and remain as far as possible in the back rooms.

Directly decontamination is effected all the houses should be opened up and aired as thoroughly as possible, after which it should be safe to return to them.

A special case is when a bomb falls near enough to a house to splash it heavily: the splashed house may have to be evacuated for a somewhat longer period.

II. Blister Gas Bomb falling on Houses or Occupied Premises.

When a bomb hits a house or other occupied premises in such a way as to contaminate the inside, the occupants will have to leave instantly and they will not be able to return until the house has been thoroughly decontaminated and aired, a task which may take some days, depending upon circumstances. In such an instance it is improbable that it will be necessary to close the road, though people must be warned to walk rapidly past the house in question. If the house or building is not detached, it will be wise to evacuate the adjoining house(s) or building(s), and some guidance will have to be obtained before they are re-occupied.

In a terrace it may be necessary to evacuate two or three houses to leeward and perhaps one on the windward side. It should not be necessary to evacuate the houses or buildings on the other side of the street.

It is important to realise that blister gas vapour in dilute concentration, such as would be produced by evaporation

from.....

from a contaminated area, is only dangerous when experienced for an appreciable time. An exposure of some minutes is not injurious for occupants of a house or building which has doors and windows in good condition and is closed on the windward side. If the occupants can however, conveniently remain away from the house or building throughout the warm part of the day it would be wise for them to do so

It is anticipated that initial decontamination will normally be completed within a few hours, so that the return to houses or buildings, other than the one directly hit, which have been evacuated during the night, could probably be made the next evening.

III. Blister Gas Bombs falling in Open Spaces.

Blister gas bombs which fall in parks, gardens or other soft ground are likely to give rise to much less danger. If the bomb penetrates deeply into the earth before bursting, its contaminating effect will be much less, with a corresponding reduction in the vapour danger. When this occurs near houses or public thoroughfares it will usually be sufficient if the crator is filled in with earth and treated with bleaching powder on the surface. The immediate area, if then marked, roped off and left to weather, should not give rise to further danger.

Where the bomb has burst some distance from houses or roads treatment is less urgent, and it may be sufficient to fill in the crator and leave it to weather, but it will, of course, be necessary to prevent access to the site. The question whether decontamination treatment can or should be applied must depend partly on decontamination squads being free of more urgent work, partly on the need for economising use of bleach, and partly as already indicated above - on whether any real necessity arises.

5th June, 1941

NS.25.

W 44-14-8

No. 2037/W

Encs 5

18th March 1942.

The Inspector-General of Police in Mysore.

A.R.P. Training & Operations Circulars.

In continuation of this office letter No.1931/W dated the 6th March 1942 on the above subject, I am directed to forward for information five copies of Training and Operations Circular No.17, since received from the Residency.

I have the honour to be,
Sir,
Your most obedient servant,

For Chief Secretary to Government.

No.F.3(3)-42/W. (Secret) 1277/W

From

The Secretary to the Hon'ble
the Resident in Mysore.

To The Chief Secretary to the
Government of His Highness
the Maharaja of Mysore,
Bangalore.

Dated Bangalore, the 21st Oct 1942.

Training and Operations
Circulars.

Sir,

In continuation of letter from this Residency No.F.3(3)-42/W, dated the 18th February 1942, I am directed to forward for information a copy of the Government of India, Civil Defence Department Circular No.371/42, dated the 3rd October 1942.

I have the honour to be,
Sir,
Your most obedient servant,

for SECRETARY TO THE RESIDENT.

No.24(2)/42-A.R.P.II
Government of India,
Civil Defence Department
New Delhi the 3rd October 1942.

From

C.L. Bryson, Esquire, I.C.S.,
Under Secretary to the Government of India,

To

All Provincial Governments and Chief Commissioners,

Civil Defence Department Circular No. 371/42.

Subject:- Training and Operations circulars.

Sir,

The following amendment is made in Training & Operation Circular No.12 in order to remove any ambiguity between the flag used to mark Incident Control Posts and that used to mark Dispersal Points.

Amendment.

In para. 16 (e) for the words "a light blue flag ..... 24" x 18" wide" substitute " a pale blue and white check flag 24" x 24" with four inch squares."

I have the honour to be,
Sir,
Your most obedient servant,

sd/ x x x x

Under Secretary to the Government of India.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

No. 1954/W GENERAL & REVENUE SECRETARIAT,

W44-4-10. Dated, Bangalore, 29th Octr. 1942.

From

The Chief Secretary to the Government of
His Highness the Maharaja of Mysore.

To

The Inspector-General of Police in Mysore,
Bangalore.

Sir,

In continuation of this office letter No.2037, dated the 18th March 1942, I am directed to enclose herein for information, a copy of Civil Defence Department Circular No.371/42, dated New Delhi, 3rd October 1942.

I have the honour to be,
Sir,
Your most obedient servant,

For Chief Secretary to Government.

P.T.O.

W 44-41-11

1476-W

A. R. P.

C.B. SHANKARA IYER, Esq., B.Sc.,
Asst. A.R.P. Controller,
Bangalore City.

HEADQUARTERS, BANGALORE CITY,

D. O. ARP427/W23.

Dated 11th November, *1942*.

Immediate

Dear Mr. Venkataramana Iyer,

As desired by you, I have sent herewith Training and Operations Circular No.13, issued by the Government of India.

I shall be obliged if you will kindly send the Circular No.19, as also the latest circulars that might have been received.

With regards,

Yours sincerely,

C.B. Shankara Iyer

S.K.Venkataramana Aiyar, Esq., B.A., B.L.,
Assistant Secretary to Government,
War Department,
General & Revenue Secretariat,
Bangalore.

GOVERNMENT OF INDIA

CIVIL DEFENCE DEPARTMENT

TRAINING AND OPERATIONS CIRCULAR NO. 13.

CONTROL AND REPORT CENTRES.

SECTION I.

General Note.

At the Civil Defence Conference held in New Delhi in November 1941, it was decided that the term "Civil Defence Commissioner" should be abolished; the functions previously attributed to that office are exercised by the District Magistrate or an officer specially nominated. In the following paragraphs the term "District Magistrate" has, therefore, been used to denote the officer who is responsible for all Civil Defence matters in the area.

The majority of Provincial Governments have decided that the District Magistrate and the A. R. P. Controller shall be one and the same officer and that he will usually have an A. R. P. Officer to assist him. The term "District Magistrate and A. R. P. Controller" has, therefore, been used in the following paragraphs on the assumption that the two offices are held by one officer.

These notes do not refer to precise legal responsibilities which are being considered separately. The "District Magistrate and A. R. P. Controller" is to be taken as inclusive of any local modifications.

Introductory.

Information of air raid damage is given by wardens or other authorised reporting agents to Report Centres from which orders for the despatch of services are then sent out. They also collate the various messages received and pass the essential information to the services concerned. Report Centres also pass the information to a Control Centre, so that its staff may become conversant with the general situation and be in a position to deal with demands for extra assistance.

2. In many areas, the Control and Report Centre will be combined; and others where there are several Report Centres, the Control Centre will be separate from each Report Centre, but may be located for convenience and with some economy alongside one Report Centre and in the same building; in some areas, this should be exceptional, the Control Centre may be at some distance from any of the Report Centres.

It may be noted that a Control Centre, if not combined with the Report Centre, does not receive reports direct from Wardens, but it is kept informed by one or more Report Centres of the situation as it develops.

3. Experience has proved that, generally speaking, the fewer the number of Report Centres there are in an area, the better, but the distance messengers may have to travel and the possibility of a Report Centre's communications becoming congested should be borne in mind when deciding on the numbers required.

4. Depot Superintendents will normally take action only in accordance with messages received from the Control Centre or from a Report Centre; they may exceptionally have to comply with demands received direct from Wardens or others in which case the Report Centre must be informed of the number of services despatched. (See Training and Operation Circular No. 2).

5. Within any Control or Report Centre, a carefully devised organisation and a trained staff are essential to produce quick and accurate working. It is extremely important to institute the simplest possible procedure to this end.

Owing to the many possible variations in construction which are required to suit local conditions it is not possible to standardise completely the staff and procedure of Control Centres, Report Centres and Combined Control and Report Centres. It is, however, possible to lay down broad principles for staff and procedure which can be adapted to suit local conditions.

General Principles.

6. The main war-time essentials of Control and Report Centres are:—

(a) at any time of the day or night, for so long as enemy action may necessitate, the Centre must be in a position to receive and deal with reports of air raid damage or other messages;

(b) a picture of the situation in the area must be maintained as a map record;

(c) messages reporting fires must be dealt with immediately;

(d) provision must be made for information which might affect the operation of any service (*e.g.*, Blocking of Roads, Destructions of Bridges, etc.), to be not only readily available, but also to be notified to all concerned as a matter of routine;

(e) a simple and ready system should be instituted whereby the Controller and the Heads of services can see at a glance the whereabouts of the parties of the various services and the numbers of parties which are available for duty at their depots;

(f) the organisation should be such that under heavy bombing conditions when local resources may be insufficient to deal simultaneously with all the damage which has occurred, a decision may be taken on how these resources may be best employed and also on the order of priority in which the damage awaiting attention is to be dealt with as resources become available. An agreed decision should be come to between all Heads of A. R. P. and essential services involved, reference being made to the District Magistrate and A. R. P. Controller, if a difference of opinion arises and

(g) arrangements must be made for the preparation and despatch of reports required by Higher Authority.

SECTION II.

Control Centres and Report Centres—General.

1. In order that the District Magistrate and A. R. P. Controller and the Heads of A. R. P. and essential services may control and coordinate action required as a result of an air raid and come to quick decisions, there must be a Headquarters where—

(a) they can meet and decide on the action to be taken and where they can be found for consultation by others;

(b) they have speedy access to all essential information affecting the situation; and

(c) there is means of communicating orders and information to all concerned.

This Headquarters is termed "The Control Centre".

2. When there is only one Report Centre in the area the Report Centre itself provides all the facilities necessary and should be the Headquarters of the controlling officers who are then best located in the map room of the Report Centre. This Headquarters is then called "The combined Control and Report Centre".

3. When there are several Report Centres in the area, each Report Centre receives information only about that part of the area for which it is responsible. It is then necessary to set up in addition a Control Centre to which the situation can be reported as it develops by each Report Centre, and where information regarding the whole area is thus available.

In these circumstances, the controlling officers cannot keep in such close touch with events, and authority should be delegated to the Officers-in-Charge of the several Report Centres to carry out such functions as may be considered necessary. Such delegation is generally best limited to the despatch of the Mobile A. R. P. Services, located in the area served by the Report Centres (*e.g.*, Messengers, Ambulance Service, First Aid Party Service, Rescue Service, and Decontamination Service); all remaining matters are then dealt with by the District Magistrate and A. R. P. Controller. These would include *inter alia*—

(a) The provision of assistance from the area of one Report Centre to that of another;

(b) Hospitals and First Aid Posts;

(c) Unexploded Bombs;

(d) Care of the Homeless;

(e) Repairs;

(f) Clearance of debris, etc., etc.

It will then not be necessary to allocate representatives of Heads of A. R. P. Services, Essential Services, etc., to the Report Centres, but only to the Control Centre.

Location of Control Centres and Report Centres.

4. The location of a Centre will largely depend on the location of suitable accommodation which can be made available and given the required standard of protection. The question of access for messengers from all parts of the area must also be kept in mind, as well as suitability from the point of view of telephonic communications. The administrative officers of the Government or of Municipalities frequently provide facilities from these points of view and also contain suitable rooms. An additional advantage is that a great part of the Staff of the Centre may be recruited from the office staff who may carry on with normal office work at times when the Centre is not required to be fully manned.

5. When there is more than one Report Centre it is also convenient if the Control Centre is located in the same building as one of the Report Centres. Both centres should retain their separate functions. But the Control Centre should be in rooms adjacent to the Report Centre so that some economy in accommodation, telephone lines and staffing may result (*e.g.*, the outdoor Messengers' Room may be shared).

Layout—

6. A suggested layout of the various kinds of Centres is shown in Diagram in annexures A, B and C, (*e.g.*).

(a) a Control Centre;

(b) a Combined Control and Report Centre; and

(c) a Report Centre.

7 A short description of the layout of a Control Centre in an area where there is more than one Report Centre is given below—

(a) *Map Room.*

Wall space is required for the display of a map on a suitable scale of the whole area covered. Space should also be allotted for the 'Tally Board'.

The Officer-in-Charge, the Plotting Officer and their staff will work here and there must be accommodation for the District Magistrate and A. R. P. Controller, the Heads of A. R. P. Services, and the representatives of the essential services.

(b) *Message Room.*

In this room only the reception and transmission of telephone messages will be dealt with. Provision must be made to accommodate telephonists, the Message Supervisor and In-door Messenger.

The Message Room is best located next to the Control Room with two hatches in the dividing wall for "IN" and "OUT" messages respectively. In any event it must not be far from the Control Room, or undue delay will result.

(c) *Messengers' Room.*

Out-door messengers will wait here until required.

It should be so situated that it can serve as an intersection point at which visitors to the Centre are detained pending the instructions of the Officer-in-Charge.

It should be provided with "IN" and "OUT" hatches in the dividing wall between it and the Message Room.

(d) *Telephone Lines.*

The following will be required and should be given Ex-Directory numbers.

I. Exchange Lines.

One—For the use of the District Magistrate and A. R. P. Controller;

One—For the use of each Head of A. R. P. Service and representative of essential services; one telephone, however, might well be shared by two or more persons; and

One—For receipt of air raid warnings.

II. *Direct Lines.*

One to each Report Centre;

One to Fire Brigade Headquarters;

One to Police Headquarters;

One to Military Headquarters (if the town is also a Military Station); and

One to the next Higher Authority Headquarters of the Commissioner or Provincial Government. (This might however be an exchange line).

Where telephone lines cannot be obtained it will be necessary to depend on messengers.

[NOTE.—Combined Control and Report Centres have already been described in Home Department letter No. 78/194/41-ARP., dated the 26th June 1941.]

SECTION III.

Equipment.

1. The equipment required for Control Centres and Report centres is similar, and the following applies to both.

2. Centres should be well-equipped with normal office furniture and stationery cup-boards.

The map must be so situated that it is plainly visible to the Controlling staff and the Officer-in-Charge. It may be hung on the wall or placed on a table. If the latter it should be suitably sloped. It should be mounted

on material such as cork lino so that pins may be easily inserted. The map should cover the whole area controlled by the Control Centre or Report Centre. The largest scale possible should be used.

Upon the map should be marked the location of the Control Centre, Report Centres, Hospitals, First Aid Posts, A. R. P. Depots, Wardens' Posts, Police and Fire Stations, etc. The conventional signs for indicating A. R. P. buildings have been the subject of a previous circular. Important factories and undertakings should not be marked in any way which will indicate that they are vital to the war effort (This is secret information).

Too much detail should be avoided, otherwise it will be impossible to show a clear picture of the damage and this is the main object of the map.

It is unnecessary to mark the boundaries of Wardens' Sectors, but the boundaries of Wardens' Post areas should be shown and indicated by the number given to the post *e.g.* A (1).

3. Representatives of essential services should be provided with maps showing the layout of their respective services, *e.g.*, for the representative of the electricity undertaking, a map showing the lay out of the cables, stations and sub-stations, etc.

Damage Indicators.

4. Pins with different coloured heads to denote the type of incident and tabs which may be hung on the pins to denote the number allotted to the incident by the Chart Writer should be provided, for example;

(a) *Incident pins* about 1½ inches long with different coloured heads, *e.g.*—

Blue—to represent H. E.

Red—to represent fire still burning.

Yellow—to represent poison gas (persistent).

Yellow with a black spot—to represent poison gas (non-persistent).

Blue with a white spot—to represent unexploded bombs.

Green—to represent crashed aircraft.

(b) *Incident tabs* about ½ inch in diameter with holes large enough to admit of their being hung on the incident pins in use. Tabs should be serially numbered the number being shown on each side; 1 to 50 should be enough for most centres. Two sets are required, one coloured white with black numbering and one coloured black with white numbering for use on alternate days in order to distinguish incidents occurring on the previous day and of which the incident tabs have not been removed. [See Sec. IV (b) (iv)].

(c) *Road Block Pins.* [For definition see Section V (2) (XII).]

Pins with heads differently shaped from the incident pins should be used for this purpose, but should be provided with coloured heads as for incident pins. The appropriate colour denoting the reason for the block should be used.

(d) *Road Closed Pins.* [For definition see Section V (2) (XII).]

Pins with white heads should be used to delimit the area closed.

5. *Tally Board.*

A Tally Board showing the resources available and their allocation should be provided for each Control and Report Centre. It is unnecessary for each Head of Service to maintain a separate Tally Board for his use as he will be able to see the one provided for the Centre as a whole.

Particulars of a suggested Tally Board have been circulated to all Provincial Governments and Chief Commissioners.

6. *Telephones.*

It is convenient if the "IN" telephones are given consecutive numbers and arrangements are made with the Posts and Telegraphs Department for a "P. B. X." system of numbering (Private Branch Exchange) to be

installed, whereby a call made to the first of the numbers will, if that is engaged be passed automatically to the next dis-engaged number.

7. *Visual calling indicator.*

Visual calling indicators are preferable to a number of telephone bells and if possible arrangements should be made for their installation in the Message room at least.

8. *Switch Boards.*

Switch Boards provide for communication between a number of rooms in one office, access from several internal telephones to a lesser number of external lines, the connection of an incoming call to a particular recipient, and the concentration of lines for a reduced staff at times when the office is not fully staffed.

For A. R. P. communication the number of external lines must in any event be approximately equal to the number of telephones installed and therefore, the use of a Switch Board leads to delay, increase in faults and the need for additional staff and accommodation. The use of Switch Boards is, therefore, NOT advised.

If, however, a Switch Board is used, it should be located in the protected part of the building.

SECTION IV.

Duties.

1. *District Magistrate and A. R. P. Controller.*

(i) He will exercise general control of all action to be taken as a result of an Air Raid and will keep in touch with the situation.

(ii) To make decisions on matters of major importance. Where the functions of the District Magistrate and the A. R. P. Controller are not performed by one officer the District Magistrate has the responsibility for making the final decision on any matter should a conflict of opinion arise between any of the officers concerned.

(iii) To arrange for mutual support between the Report Centre areas if there is more than one Report Centre.

(iv) To make reports as required to higher authorities.

2. *Heads of A. R. P. Services and their Deputies.*

(i) To exercise general control and supervision on the work of their services.

(ii) To consult with each other on matters effecting more than one service and to decide if necessary after reference to the District Magistrate and A. R. P. Controller on the action to be taken.

(iii) They do not intervene in the action of Report Centres unless it is necessary to allocate the Services to incidents in order of priority or for some other good reason.

3. *Representatives of essential services.*

(i) To keep their headquarters in touch with the situation and to inform them of any matter which affects their particular service.

(ii) To arrange for any action necessary to be taken by their services.

(iii) To be available for consultation with the District Magistrate and A. R. P. Controller.

(iv) To maintain a record of the state of progress of repair work.

4. *Officer-in-Charge.*

(i) It is not desirable that the District Magistrate and A. R. P. Controller and Heads of A. R. P. and Essential Services should be at their Headquarters throughout the period of and immediately following an Air Raid nor should they be hampered in the exercise of other responsibilities by the routine of managing a Centre. Again Heads of A. R. P. services

should not normally be directly responsible for despatching A. R. P. services; they will find that they have other important matters to attend to. The responsibility for the operation of Control and Report Centres and for the despatch of services should, therefore, be entrusted to the Officer-in-Charge. He will be directly subordinate to the District Magistrate and A. R. P. Controller and may deputise for him when he is not available.

(ii) If the situation is such that the question of priority in which incidents should be attended to arises he will take the instructions of the District Magistrate and A. R. P. Controller. He will then be responsible for the consequent detailed action.

(iii) If necessary he will decide on the priority of despatch of messages.

(iv) He will ensure that all clocks and watches are synchronised at regular times each day with Post office or railway time.

(v) He will be responsible for the organisation of the centre, that it works efficiently, the training of the staff, roster of duties and provision of reliefs.

5. *Chart Writer.*

(i) He works with the Plotting Officer.

(ii) He receives all the copies of 'IN' messages and allots a serial reference number to each incident and enters it on the bottom right hand corner of each 'IN' message form. Any messages which are received and which relate to the same incident must be similarly marked with the serial number previously given to that incident.

A copy of any message reporting a fire must be passed without delay to the Fire Liaison Officer or in his absence to the Officer-in-Charge of the Centre, if necessary, without marking the number of the incident; this can be done later.

(iii) The record which he keeps is called a "Chart" and should have three columns headed—

Incident No.	Position of incident.	By whom reported.

In the left hand column the numbers 1, 2, 3, 4 etc., may be filled in beforehand with a separate number on each line. The other two columns should be filled in as a result of information supplied by the Plotting Officer and should be checked against the Plotting Officer's copy of the 'IN' message before this goes to the record clerk for filling. At mid-night each night he will draw a line below all previous entries. The first incident reported after mid-night will be given Serial No. 1.

6. *Plotting Officer.*

(i) The Plotting Officer is responsible for keeping the map up-to-date and that it gives a correct picture of the situation as it has been reported upto any given moment.

(ii) As reports come in he must determine whether they relate to fresh incidents or incidents which have already been reported. If it is a fresh incident he will inform the Chart Writer so that a serial reference number may be allotted.

(iii) He will plot the incident on the map using the incident tabs and pins provided for the purpose. The appropriate coloured pins should be inserted in the map at the point where the incident has occurred and the tab bearing the number of the incident should be hung on it. Should it be a multiple incident, *e.g.*, H. E. and fire, then the blue and red pins should be stuck in at the same place and the tab hung on one of them.

(iv) He will remove the pins from any incident when it has been reported as dealt with, but he should consult the Officer-in-Charge before doing so. Pins indicating unexploded bombs, roads blocked, and closed roads should not be removed until the bombs have been disposed of or the roads again

opened. The incident tabs should be removed when the incident has been reported as dealt with and in any case at 2359 hrs. on the day following that on which the incident occurred. [See Sec. III (4) (b) above.]

7. *The Intelligence Officer.*

(i) The Intelligence Officer will maintain a diary of all important events and a record of each incident showing the action taken.

(ii) He must be ready to give at any time an up-to-date and accurate appreciation of the situation.

(iii) He will prepare drafts of such reports as have to be sent to higher authorities. To enable him to do this he should see every "IN" and "OUT" message and have ready access to the files maintained by the record clerk.

8. *Tally Board Clerk.*

(i) He operates the Tally Board under the immediate supervision of the Officer-in-Charge.

(ii) He is responsible that the Tally Board is kept up-to-date and correctly shows the distribution of the A. R. P. Services. To enable him to do this, he must see copies of all 'IN' and 'OUT' messages affecting movements of services.

9. *Record Clerk.*

(i) He files all 'IN' and 'OUT' messages in files numbered to correspond with the reference number of the incident to which they refer. He has thus available for reference a complete record of all reports and the action taken in respect of each incident.

(ii) He should file a duplicate copy of all 'OUT' messages passed for despatch and attach to them the original, with the spaces for 'date', 'time of despatch' and 'telephonist initial' completed, or the details of despatch given by the Message Supervisor in the case of messages sent by messenger when they are received from the Message Room. (See Sec. VI, para. 2). Thus any one consulting the file can see whether an 'OUT' message has been despatched or not.

Not more than about 20 files can conveniently be handled. But each file can be used for more than one incident. Thus the first file should be labelled "Incident Numbers 1-21-41"; the second file would be similarly labelled to receive messages relating to "Incident Number 2-22-42" and so on. A sheet of coloured paper should be used to separate messages relating to fresh incidents from the messages in the same file about earlier incidents. A file is also necessary for messages to and from the next higher or lower authority and a 'miscellaneous' file will be required for messages which do not relate to any particular incident.

(iii) A file should only hold messages relating to those incidents which occurred on one date. At mid-night the file should be cleared of all messages relating to incidents which occurred during the previous 24 hours. The file may then be used for the ensuing 24 hours. The messages of the previous day should be kept for record.

(iv) He should be continually scrutinising his files with a view to, (a) verifying that all messages included have been correctly filed and that any superfluous copies are removed and (b) detecting and bringing to the notice of the Officer-in-Charge any incidents in regard to which action is unaccountably incomplete or slow.

10. *Clerks to the Officers in the Centre.*

They will write messages as instructed by the officers they serve and assist them in any other way required.

11. *Message Supervisor* (Preferably with telephonic experience).

(i) Is in charge of the Message Room and is responsible to the Officer-in-Charge for the training of its staff.

(ii) Will arrange the daily roster of duties for all the Message Room personnel so that a small skeleton staff is always on duty and a full staff is available at very short notice by day or night.

(iii) Will supervise the work of the Message Room generally to ensure that it is carried out with accuracy and rapidity, that the messages are legible and that the message procedure is correct.

(iv) Will inform the Officer-in-Charge of any interruptions or congestion of the communication system.

(v) If congestion occurs he will ensure that the messages are despatched according to the order of priority ordered by the Officer-in-Charge.

(vi) During periods of congestion he will authorise the use of "IN" telephones for "OUT" messages.

(vii) He will ensure that the messages are despatched by the most expeditious means, *e.g.*, by telephone or by messenger as may be best at the time.

(viii) He will ensure that each telephonist has a list of all telephone numbers which it may be necessary to call. The names and addresses with the authorised abbreviations of the subscribers should be in alphabetical order for easy reference.

(ix) He will see that all messages are completed with the particulars concerning the 'date', "time at which receipt or despatch of message was completed" and "telephonist initials".

(x) He will see that 'OUT" messages after despatch are promptly returned, duly completed, to the record clerk for filing and that when messages are sent by messenger the necessary details of despatch are sent to the record clerk. (See Sec. VI, para. 2).

(xi) If messages are received by messenger he will ask the Officer-in-Charge if he wishes to question him before he departs.

He will answer the telephone himself in case of difficulty with any caller.

12. *Telephonists.*

(i) They will write down and transmit messages correctly, rapidly and in accordance with the rules for message procedure.

(ii) Messages must be checked back to ensure accuracy and after completion they will be handed over to an Indoor Messenger for check by the Message Supervisor.

13. *Indoor Messengers.*

They will give general assistance and will act in accordance with the instructions of the Officer-in-Charge.

SECTION V.

Message Writing.—(For specimens of Message Forms see Annexures D, E, F and G).

1. *"IN-Messages".*

"IN-Messages" should be written down on A. R. P./M2 if they start with the phrase 'Air Raid Damage', and on Form A. R. P./M4 for other messages. These forms are printed in red to distinguish them readily from "OUT-Message" forms which are printed in black.

The number of copies required should be decided in advance by the Officer-in-Charge and this number should henceforth apply to all messages received whether by telephone or messenger. Four copies should normally be sufficient even in the largest Centres.

Arrangements must be made for making copies in the Message Room of messages received by messenger.

2. *"OUT-Messages".*

(i) Messages should be written on A. R. P./M3.

(ii) Sufficient copies of all messages must be taken so that apart from those required for use in the Centre, one copy for each addressee can be passed to the Message Room.

(iii) In the "Address to" part of the form should be written the appointment and address of the person for whom it is intended. It should seldom be necessary to use the actual name of the addressee. It is advisable that recognised abbreviations for the appointment and address should be used and known to all concerned. All the addressees to which a message is sent should appear on all the copies. Before passing them to the Message Room the officer originating the message should score out addressees on each copy except the addressee to whom that particular copy is to be despatched. All the addressees will remain on the copies for the Officer-in-Charge and the Record Clerk.

(iv) The text should be concise but complete and whenever possible each message should refer to only one incident or a group of incidents when several have been grouped for the purpose of incident control.

(v) Place names should always be written in BLOCK CAPITALS.

(vi) All messages must be dated. The date will be written in the form, "3 Nov.". The names of months will be abbreviated by the use of the first three letters.

(vii) "The time of Origin" is the time at which the Originator signs the message and is filled in by him; and the time will be described by reference to the 24-hour clock.

This time is used for any subsequent identification of a message and will also be used when referring to an "IN-Message".

When using the 24-hour clock, groups of 4 figures will be used. The figures should be followed by "Hrs." if time is mentioned in the body of the message but *NOT* when inserting the time in the space at the top of the form or for the "time of origin of the message". The first two figures represent the hour and the last two the minutes past the hour.

Examples (date—3 Nov.).

0001 hrs. = 1 minute past mid-night, night 2/3 Nov.

0900 hrs. = 9 o'clock in the morning, 3rd Nov.

1200 hrs. = Noon, 3rd Nov.

1635 hrs. = 25 minutes to 5 in the afternoon 3rd Nov.

2400 hrs. = Mid-night 3/4 Nov.

The time applicable to the town concerned should be used and not Indian Standard Time if that is different. An exception to this is when messages are sent to an area where the originators local time does not apply. Indian Standard Time should then be used, (*e.g.*, 0900 hrs. I. S. T.). In any case it should be made clear whether reference is to Indian Standard Time or local time and the same time must be used both in the body of the message and in the space at the top of the form.

(viii) A night will be described in the body of the message by both dates over which the night extends *e.g.*, "Night 3/4 Nov., night 30 Nov./1 Dec.".

(ix) An area will be described by taking the Northern most point first, and giving the remaining points in clock-wise order.

(x) Generally, such terms as "Right", "Left", "Before", "Behind", "Beyond", "Front", "Rear" and "On the side of" should not be used to define the position of an incident unless it is clear to what they refer.

(xi) It is essential that messages reporting damage should describe the place in a manner which will enable a Plotting Officer who may have little local knowledge readily to identify the location of the incident on the map in use. Either of two methods may be employed—*e.g.* :—

(a) the name of the street in or near which the incident has occurred, together with the name of the nearest road junction in either side; and

(b) an outstanding map feature may be referred to *e.g.*, "House 200 yards East of Telegraph Office."

(xii) The expression "Road Blocked" should only be used to denote the fact that it is physically impossible for a vehicle to pass.

Where a road is closed by the Police or other authority, *e.g.*, because of an unexploded bomb or a dangerous building the expression "Road Closed" should be used.

(xiii) A full stop will be indicated by ⊙ if the message is written, but if it is typed the ordinary full stop may be used.

(xiv) If an acknowledgment is required from the recipient of the message, the expression "Ack.", will be written at the end of the message.

(xv) The "Address From" should be in some standard abbreviated form (*e.g.*, "Lahore, A. R. P. Control").

(xvi) To enable the Record Clerk to file messages correctly the incident number must be inserted by the originator in the bottom right hand corner on "*OUT-Messages*".

3. *Messages General.*

(i) Telephone messages should be checked back by the recipient, and if it is necessary to spell any word, the ordinary Post Office Conventional Names for the letters should be used.

Letter.	Conventional Name.
A	Andrew
B	Benjamin
C	Charlie
D	David
E	Edward
F	Frederic
G	George
H	Harry
I	Issaac
J	Jack
K	King
L	Lucy
M	Mary
N	Nelly
O	Oliver
P	Peter
Q	Queenie
R	Robert
S	Sugar
T	Tommy
U	Uncle
V	Victor
W	William
X	X'mas
Y	Yellow
Z	Zebra

Normally only the conventional name which has been underlined above should be used, the letter of the alphabet itself being used in other cases, but the conventional name may be used if necessary (*e.g.*, "LAHORE"= L—A for Andrew—H for Harry—O—R for Robert—E for Edward).

(ii) In order that figures may be received correctly the following methods of pronouncing them should be used.

Number.	Pronunciation.
0	"OWE."
1	"WUN", emphasising the consonant "N".
2	"TOO", emphasising the consonant "T" and with a long "OO".
3	"THR-R-REE", with a slightly rolling "R" and a long "E".
4	"FOER", one syllable with a long "O".
5	"FIFE", emphasising the consonant "F".
6	"SIX" with a long "X".
7	"SEV-EN", two syllables.
8	"ATE", with a long "A" and emphasising the consonant "T".
9	"NINER", two syllables, with a long "I" and emphasising both the consonants "N".
10	"WUN-OWE".
11	"WUN-WUN" or "DOUBLE-WUN".
12	"WUN-TOO".

(iii) All telephonists and others who may have to write messages should be provided with 'F' or 'H' pencils and a piece of talc or zinc or similar hard substance be placed beneath the bottom copy.

(iv) If carbon backed forms are not available, carbon papers should be kept inserted and the required numbers of the message forms with carbons kept clipped together.

SECTION VI.

Circulation of Messages.

1. *"IN-MESSAGES.*

When a message is received by telephone, the telephonist will make the required number of copies and pass them to the Message Supervisor for check. If a written message is received by messenger it will, in the first instance, be handed to the Message Supervisor who will arrange for the required number of copies to be made.

They are then passed through the 'IN' Hatch to the Chart Writer who hands one to the Plotting Officer. If the message reports a fire he will pass one copy immediately to the Fire Liaison Officer or in the absence the Officer-in-Charge without delaying it for the insertion of the incident number as mentioned below. The latter decides whether it relates to a new incident or not. Having done this, he hands the message back to the Chart Writer and if the incident has been previously reported, informs him the number of it. If the incident is a new one, the Chart Writer will inform the Plotting Officer of the number to be allotted to it.

The Chart Writer then writes the number of the incident in the bottom right hand corner of all the copies and distributes them as follows:—

1 Copy.	Plotting Officer . . .	After plotting the incident on the map the Plotting Officer hands his copy back to the Chart Writer who in turn enters it in his Chart and passes it to the Record Clerk for filling.
1 Copy.	Officer-in-Charge . . .	If the message affects the movement of services he passes it to the Tally Board clerk who makes the necessary alterations on the Tally Board. The Tally Board clerk then passes the copy to the Intelligence Officer who finally gives it to the Record Clerk.

2 Copies.	District Magistrate & A. R. P. Controller. Heads of A. R. P. Services. Representatives of essential services.	These are for the information of the District Magistrate and A. R. P. Controller, Heads of A. R. P. Services and representatives of Essential Services. When no longer required these copies should be passed to the record clerk in order to save an unnecessary accumulation of papers on the table of the Controlling staff.

2. *"OUT"-MESSAGES.*

Messages will be written on A. R. P./M. 3.

The number of copies will vary, but sufficient copies must be taken so that there is

1 copy for each addressee.

1 copy for records.

1 copy for the Officer-in-Charge who, if it refers to the movement of parties will pass it to the Tally Board clerk. The latter, after making any necessary alterations on the Tally Board, will pass it to the Intelligence Officer. If the message does not refer to the movement of parties, the Officer-in-Charge will pass his copy to the Intelligence Officer direct.

The copies for despatch less those for the Record Clerk and the Officer-in-Charge will be passed through the OUT-HATCH to the Message Supervisor. He will distribute them to the Telephonist or send them by messenger. When the telephonist has completed the details on the top of the form, it will be passed *via* the Message Supervisor to the Record Clerk.

If the message is sent by messenger, the Message Supervisor will copy the following details from the original on to a blank message form (A. R. P./M. 3):—

Date.

Time at which despatch was completed.

Addressed to.

Time of origin of the message.

Addressed from.

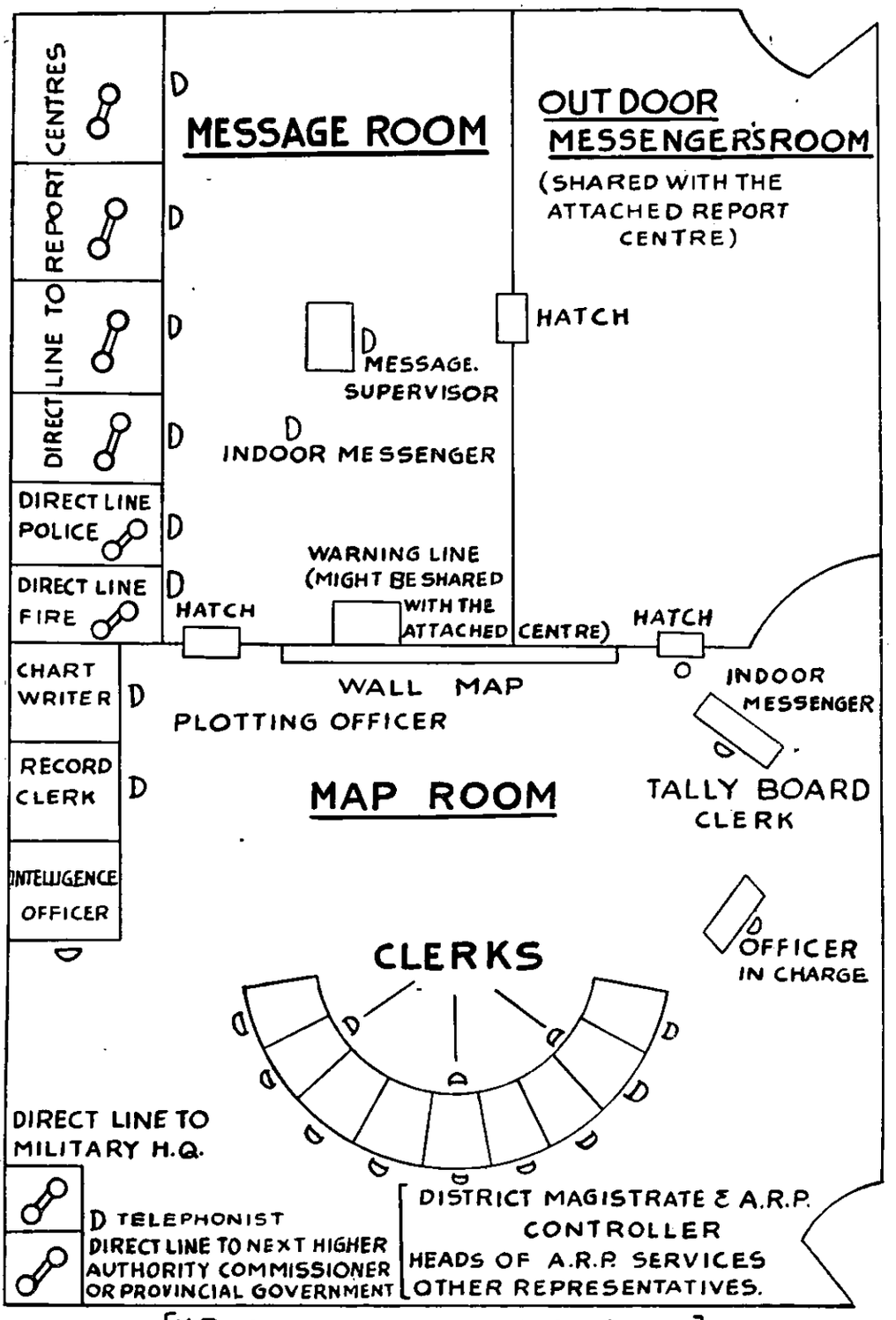
Incident No.

He will mark the form "sent by messenger", initial it and pass it to the Record Clerk who will then attach it to the original to show that it has been despatched.

ANNEXURE A

DIAGRAM OF A CONTROL ROOM

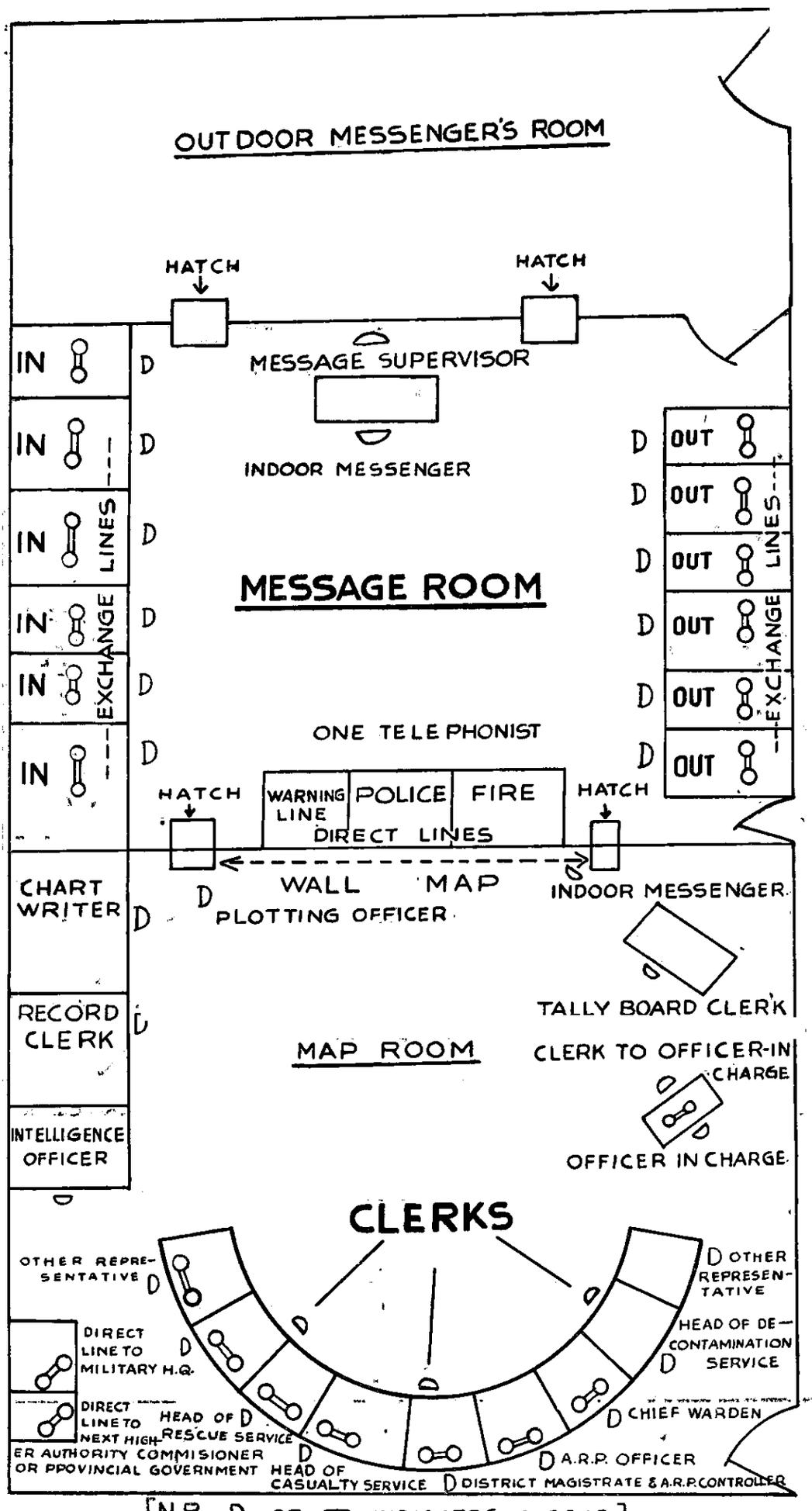
(IN AN AREA WITH 5 REPORT CENTRES ONE OF WHICH IS IN THE SAME BUILDING)



[N.B. D OR ⌓ INDICATES A SEAT]

ANNEXURE B.

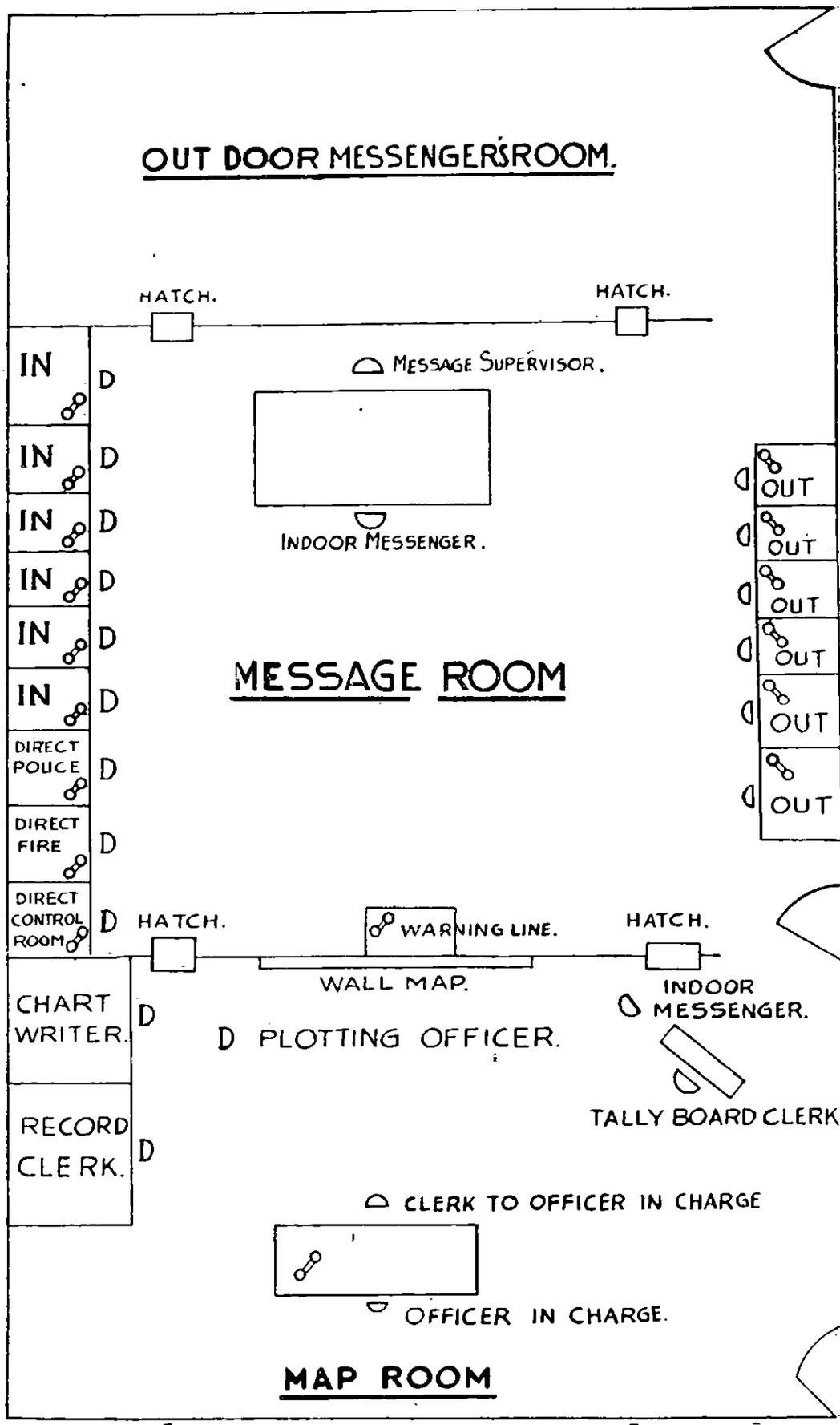
DIAGRAM OF A COMBINED CONTROL & REPORT CENTRE



[N.B. D OR ⌓ INDICATES A SEAT]

ANNEXURE C

DIAGRAM OF A REPORT CENTRE



[N.B D OR ⌓ INDICATES A SEAT]

ANNEXURE D.

WARDEN'S REPORT FORM

A.R.P./M. 1.

Form of Report to Report Centre

(Commence with the words) "AIR RAID DAMAGE"

Designation of REPORTING AGENT
(e.g., Warden's Post Number)

POSITION of occurrence

* TYPE of bombs : H. E. Incendiary Poison Gas

Approx. No. of CASUALTIES :—
(If any trapped under wreckage, say so)

If FIRE say so :—

*Damage to MAINS :—Water/Coal Gas/Sewers/Underground/Overhead electric cables

Names of ROADS BLOCKED

Position of any UNEXPLODED BOMBS

TIME of occurrence (approx.)

Services already ON THE SPOT or COMING :—

Remarks :—

(Finish with the words) "MESSAGE ENDS"

ORIGINAL / DUPLICATE } These words are for use with a report sent by messenger. Delete whichever does not apply.

*Delete those not reported.

BACK OF PAD OF WARDEN'S REPORT FORMS (A. R. P./M. 1.)

INSTRUCTIONS FOR THE USE OF REPORT FORM.

1. This form is designed to secure two advantages :—

(*i*) That no important information can be overlooked;

(*ii*) That Reports follow a recognized sequence.

2. Each warden should carry a pad of these forms. A pad should also be kept beside the telephone at each Warden's post.

3. Whilst a raid is still in progress the fall of an H. E. or incendiary bomb will NOT be reported if it causes no casualties and causes either little or no damage, or damage which does not require early repair.

4. When a report relates to an H. E. Bomb which has caused no casualties to personnel, this fact must be mentioned. A fire need not be reported if it is very small, and either under control or obviously unlikely to spread.

5. With the exception noted in para. 4 above reports should make no reference to any heading under which there is no information to send in.

A specimen report might be telephoned as follows :—

"AIR RAID DAMAGE. Warden's Post W. 17 speaking. 26, High Street. H. E. Four casualties and others under wreckage. Fire. Fire patrol No. 6 present. 19-15 hours. Message ends."

6. When reporting "Services already on the spot", the number of the parties will be given; *e.g.*, "TWO FIRST AID PARTIES".

ANNEXURE F.

A. R. P./M. 3.

MESSAGE FORM

Date	Time at which despatch of message was completed.	Telephonist's Initials.

Address to :—

Text of Message :—

Time of origin of Message :—

Address from :—

Signature (of official authorising the despatch of an "out" message).

Serial No. of Incident (inserted in Control Room)

ANNEXURE E.

A.R.P./M.2.

MESSAGE FORM FOR USE AT REPORT CENTRES

For use in Report Centres when message starts "Air Raid Damage".

Date	Time at which receipt of message was completed.	Telephonist's Initials

(Commence with the words) "AIR RAID DAMAGE"

Designation of REPORTING AGENT
(e.g., Warden's Post Number)

POSITION of occurrence

*TYPE of bombs: H. E. Incendiary Poison Gas

Approx. No. of CASUALTIES :—
(If any trapped under wreckage, say so)

If FIRE say so :

*Damage to MAINS :—
Water Coal Gas Sewers Underground/Overhead electric cables

Names of ROADS BLOCKED

Position of any UNEXPLODED BOMBS

TIME of occurrence (approx.)

Services already ON THE SPOT or COMING :—

Remarks :—

(Finish with the words) "MESSAGE ENDS"

Serial No. of Incident (Inserted in Control Room)

* Delete those not reported

ANNEXURE G.

A. R. P./M. 4.

MESSAGE FORM

Date	Time at which receipt of message was completed.	Telephonist's Initials.

Address to :—

Text of Message :—

Time of origin of Message :—

Serial No. of Incident (Inserted in Control Room)

Address from :—

GPID—L314CDD—26-1-42—2,00)